

## **Item 8.2 Cover sheet – Master Riparian Vegetation Management Permit Contract**

**Acquisition & Development Committee June 20, 2016, Board of Directors Meeting June 30, 2016**

**Subject: Contract with Dudek for Master Riparian Vegetation Management Permit Contract**

### **The Issue**

Should Auburn Area Recreation and Park District (ARD) Board of Directors authorize the District Administrator to enter into contract with Dudek for professional services to prepare the Master Riparian Vegetation Management Permit applications and CEQA documents?

### **Background**

ARD staff has been working with various agency personnel, including law enforcement personnel, regarding the need to conduct vegetation management within riparian areas of Regional, Meadow Vista, Atwood, Placer Hills Park and Ashford Park. The vegetation management is needed to clear dense vegetation and limb trees to improve security and access and to discourage unauthorized camping and illegal activity. Local law enforcement agencies have consulted with ARD regarding this issue and requested ARD move forward with vegetation management practices.

However, most of the areas needing vegetation management are located in riparian zones and ARD is not authorized to unilaterally remove vegetation without having moved through a formal permitting process defined by authorizing agencies such as the Army Corp of Engineers (COE) and the California Department of Fish and Wildlife (CDFW) for the necessary permits that include CEQA and 1602 Streambed Alteration Agreement for Routine Maintenance (Long-Term). ARD researched the scope of work required and agency overview necessary to obtain a master riparian permit that would allow ARD to conduct vegetation management in the parks for up to a five-year period. ARD staff created a Request for Proposals (RFP) for the needed scope of work and published it to five leading environmental firms in the greater Sacramento Region. Two firms responded, Foothill Associates and Dudek. ARD staff thoroughly reviewed the two proposals and found them to be essentially similar in their description of the scope of services to be performed. Dudek was the lower in cost of the two proposals and staff elected to recommend entering into contract with Dudek to complete the work. Dudek's cost for the necessary scope of service is \$37,485.00.

An optional scope of services is included in their proposal for the potential surveying of habitat that will be determined by the reviewing agencies. Should ARD choose to conduct work with the nesting season (February through September) additional raptor surveys would be required by CDFW. Also, should CDFW determine the proposed work would disturb habitat for the native Western Pond Turtle, then additional biological survey work would be required. These optional services would cost an additional \$8,780.00.

**Recommendation**

Staff recommends the Board authorize the District Administrator enter into a professional services contract with Dudek for the CEQA and Master Riparian Vegetation Management permit applications and potential optional services outlined above.

**Alternatives Available to the Board of Directors**

Postpone vegetation management work in these areas and do nothing.

**Fiscal Impact**

The proposed contract with Dudek is for \$37,485.00. Optional services would cost \$8,780.00. Potential total cost for consultant services is \$46,265.00.

**Attachments**

Dudek Proposal  
ARD RFP  
Foothill Proposal

May 24, 2016

Ms. Pamela Vann  
Auburn Area Recreation & Parks District  
471 Maidu Drive #200  
Auburn, CA 95603

*Subject: Technical Studies - Riparian Vegetation Management Permitting and Environmental Review Services*

Dear Ms. Vann:

Per your request for a cost and scope for other potential surveys that might be necessary to implement the proposed vegetation management plan (VMP), below is Dudek's scope and cost to carry out pre-construction nesting bird surveys and protocol surveys for western pond turtle (*Actinemys marmorata*). Nesting bird surveys would be required prior to any physical disturbance of riparian areas during the nesting season, which is typically defined as February through September. Nesting bird surveys would not be required for work initiated outside of the nesting season. To provide the greatest flexibility for ARD, the cost for nesting bird surveys assumes that a separate survey would be conducted for each site; costs would be lower if the project implementation schedule allows for two or more sites to be surveyed during a single outing. Protocol surveys for western pond turtle would only be carried out for sites determined to provide potentially suitable habitat for this species, which typically needs a certain depth of slow or still water and basking sites. A determination of potentially suitable habitats within the VMP project area would be made as part of the biological resources assessment prepared under Dudek's May 13, 2016 proposal, and it is likely that some of the sites would be found to be unsuitable for western pond turtle and excluded from further protocol surveys. The budget for this task includes a base price to conduct a survey and prepare a report for one site and costs for two additional sites, if necessary.

We have included no task for arborist surveys as it is our contention that formal arborist surveys will be unnecessary for the proposed vegetation removal. CDFW requires only an estimate of trees greater than 2 inches in diameter that would be removed for routine maintenance activities, which can be provided without a formal arborist survey. Per our conversation, ARD intends to remove shrubs and brush and to limb trees to create a more open riparian zone, but does not intend to remove any mature trees. Should it be determined later that larger trees will require removal, the permit from CDFW can be amended and focused tree surveys can be carried out in limited areas as needed and at lower cost than a comprehensive tree survey.

## Work Program

### **TASK 1 PRE-IMPLEMENTATION NESTING BIRD SURVEYS**

Trees and shrubs in the project area provide potential nesting habitat for raptors and other protected species of nesting birds. Dudek would carry out standard preconstruction nesting bird surveys within two weeks prior to site disturbance for any project-related disturbance initiated during the potential breeding season (February through September).

A qualified Dudek wildlife biologist will carry out the nesting bird survey during periods when birds are most active and can best be detected. Our biologist will survey suitable nesting habitat within the proposed area of disturbance and adjacent areas and observe for visual or aural indicators of active nests, such as nest sites, nesting pairs, and/or territorial behavior by raptors or other birds that are protected by the federal Migratory Bird Treaty Act (MBTA) and/or California Fish and Game Code 3503.5.

The results of the survey will be provided in a memo report that will be submitted to the District for documentation. The report will include a description of the survey area, time and date of the survey, weather observations, survey methods, results of the assessment and a discussion of potential impacts to nesting birds that could result from project activities. Should an active nest be discovered during a survey, the District will be notified immediately and advised regarding notification of the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service,

The budget given in this proposal is for preparing a single memo for one of the sites. If project scheduling allows for more than one site to be surveyed during a single day, costs for each site would be lower. Surveys would be conducted no more than 14 days prior to disturbance. The cost estimate for Task 1 assumes that surveys for nesting birds will be negative for regulated species. Additional consultation with the agencies to determine appropriate impact mitigation measures and implementation of those measures would be under an amended scope and budget and is not included in the cost estimate for Task 1. Typical mitigation measures include construction activity buffers of several hundred feet around occupied nests and intermittent monitoring until the nest is inactive, and / or limited operating periods or rescheduling project work to outside of the breeding season.

### **TASK 2 PROTOCOL SURVEYS FOR WESTERN POND TURTLE**

To evaluate the presence/absence of western pond turtles (*Actinemys marmorata*) (hereafter, "WPT") within the five sites, surveys will be conducted by a qualified biologist prior to initiation of vegetation management activities. Areas containing floating vegetation will be observed for approximately one hour to detect any turtles that may emerge to bask. After first observing from a distance, the stream banks will be re-assessed from closer locations. Surveys will be carried out during times when western pond turtles are most likely to be detected, typically the late spring, summer, and fall between 10:00 a.m. and 4:00 p.m.

Visual surveys for western pond turtle will be required for any habitat determined to be potentially suitable within the five sites and the budget for this task allows for up to three sites to be surveyed. The surveys will be performed prior to any vegetation management activities within suitable habitat areas. Visual surveys will follow accepted methodologies of Holland (1991 and 1994) and Reese (undated). Visual search techniques include using binoculars and/or spotting scopes to scan for turtles at potential basking or haul-out sites as well as checking the water surface for signs of turtles swimming or floating. Each survey will involve slowly walking along suitable habitat areas as far from the water as possible to avoid disturbing turtles and stopping frequently to scan the banks and water ahead (using binoculars) for basking turtles or surfacing turtles that might be in the water. The WPT field survey form provided in Holland 1991 will be utilized for field data collection during the survey.

Information on specific site conditions at the time of the surveys and relevant habitat features will include the following:

- Beginning and ending air temperature
- Water temperature at the surface and at depth
- Water turbidity
- Dominant and co-dominant substrate types
- Amount, type, and location of vegetation including woody, non-woody, and aquatic plants
- Type and level (i.e., low, moderate, or high) of habitat disturbance
- Type and life stage of other aquatic species observed (e.g., bullfrogs and/or introduced fishes)

If western pond turtles are observed during the surveys, every attempt will be made to identify the size class and sex, using parameters provided in Holland 1994. Size classification by measuring or estimating carapace length will also follow guidelines provided in Holland 1994. In addition, if WPT are observed during surveys, the following data will be collected for each observation:

- GPS coordinates at turtle location
- Type of activity (e.g. basking, floating, underwater, hiding, etc)
- Micro- and macro- habitat description and photographs

A single letter report will be prepared to address all of the sites surveyed, and will describe the sites, survey methods, and the results of the visual encounter surveys.

**Potential Additional Task (not included in budget):**

If western pond turtles are found and need to be relocated for vegetation management purposes, a California Department of Fish and Wildlife (CDFW) Memorandum of Understanding (MOU) would need to be prepared and subsequently approved by CDFW. The MOU would

provide the methods for capturing WPT and the appropriate aquatic habitats and locations for relocating turtles (if necessary) outside the active vegetation management areas. Alternatively, consultation with CDFW could determine that measures other than relocation would provide appropriate protection of turtles during vegetation management activities. Dudek biologists would support least-cost options that effectively provide protection of any turtles found onsite during surveys. No costs are provided for this potential task, as it is unknown what measures CDFW might require if WPT are discovered onsite.

### **TASK 3 PROJECT MANAGEMENT**

Task 3 provides a limited project management budget to support the individual tasks identified above. Specifically, Dudek's project manager will act as a single point of contact for the District, coordinate technical studies and scheduling, monitor the budget and deadlines, and provide internal review and quality control for all deliverables prior to submitting Dudek's work products to the District or regulatory agencies. This scope of work provides for up to 8 hours for project management. These hours may be used to participate in telephone calls, respond to emails, coordinate with technical specialists, and provide project management and coordination as required.

#### **Cost Estimate**

Our services are billed on a time-and-materials basis in accordance with the billing rates identified in the attached cost estimate table. We will only bill for the actual time spent on your project and will provide a summary of the remaining budget with each invoice.

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I can be reached at 530.863.4643 or by email at [mlang@dudek.com](mailto:mlang@dudek.com) to answer any questions you might have about Dudek's work program.

Sincerely,



Markus Lang  
Project Manager  
**DUDEK**

Attachments: A-Cost Estimate Table

**Attachment A**

**Cost Estimate**

**Auburn Recreation District - Vegetation Management / Routine Maintenance Agreement Cost Estimate**

| Work Program Tasks  | DUDEK               |                 |                    |                  |                 |             |             |                |                   |  |  | Total Hours | Expenses* | Total Cost |         |          |
|---|---------------------|-----------------|--------------------|------------------|-----------------|-------------|-------------|----------------|-------------------|--|--|-------------|-----------|------------|---------|----------|
|   | Principal In-charge | Project Manager | Planning Analyst 1 | Senior Biologist | Field Biologist | Senior Arch | Tech 1 Arch | GIS & Graphics | Publs III Edit/MP |  |  |             |           |            |         |          |
|   | \$240               | \$165           | \$95               | \$155            | \$135           | \$155       | \$55        | \$135          | \$105             |  |  |             |           |            |         |          |
| 2016 Standard Charge Rate                                     | \$205               | \$150           | \$85               | \$140            | \$120           | \$140       | \$55        | \$120          | \$95              |  |  |             |           |            |         |          |
| Adjusted Charge Rate (\$/hr):                                 |                     |                 |                    |                  |                 |             |             |                |                   |  |  |             |           |            |         |          |
| <b>Work Program Tasks</b>                                     |                     |                 |                    |                  |                 |             |             |                |                   |  |  |             |           |            |         |          |
| <b>1 - CEQA and Technical Studies</b>                         |                     |                 |                    |                  |                 |             |             |                |                   |  |  |             |           |            |         |          |
| 1.2 - Initiation, AB 52 Notification, and Project Description | 8                   |                 | 8                  |                  |                 |             |             |                |                   |  |  |             |           | 16         |         | \$1,880  |
| 1.3 - Technical Studies                                       |                     |                 |                    |                  |                 |             |             |                |                   |  |  |             |           |            |         |          |
| 1.3.1 Biological Resc. Constraints Analysis                   | 4                   |                 | 16                 | 42               |                 | 20          | 16          | 6              | 2                 |  |  |             |           | 70         |         | \$8,790  |
| 1.3.2 Cultural Resc. Survey/Rec Search/Report                 | 2                   |                 |                    |                  |                 |             |             | 4              | 2                 |  |  |             |           | 44         | \$1,200 | \$5,850  |
| 1.4 - Admin. Draft IS   | 2                   | 24              | 32                 |                  |                 |             |             | 4              | 4                 |  |  |             |           | 66         |         | \$7,590  |
| 1.5 - Public Draft IS/MND                                     |                     | 12              | 14                 |                  |                 |             |             |                | 6                 |  |  |             |           | 32         |         | \$3,560  |
| 1.6 - Final IS/MP/MND/Comments                                | 1                   | 12              | 12                 |                  |                 |             |             |                | 1                 |  |  |             |           | 26         |         | \$3,120  |
| 1.7 - Hearing and NOD   | 1                   | 6               | 4                  |                  |                 |             |             |                |                   |  |  |             |           | 11         |         | \$1,445  |
| <b>2 - 1602 Streambed Alteration Agreement</b>                |                     |                 |                    |                  |                 |             |             |                |                   |  |  |             |           |            |         |          |
| Prepare Application   | 2                   |                 | 16                 | 8                |                 |             |             |                |                   |  |  | 2           |           | 28         |         | \$3,740  |
| Meeting Attendance (if necessary)                             | 1                   |                 | 4                  |                  |                 |             |             |                |                   |  |  |             |           | 5          |         | \$710    |
| <b>3 - Corps Notification - Atwood Ranch</b>                  |                     |                 |                    |                  |                 |             |             |                |                   |  |  |             |           |            |         |          |
| Prepare Notification Letter                                   |                     |                 | 4                  | 2                |                 |             |             |                |                   |  |  |             |           | 6          |         | \$800    |
| <b>TOTAL</b>  | 4                   | 71              | 70                 | 40               | 52              | 20          | 16          | 16             | 15                |  |  |             |           | 304        |         |          |
| Total labor hours   | \$820               | \$10,650        | \$5,950            | \$5,600          | \$6,240         | \$2,800     | \$880       | \$1,920        | \$1,425           |  |  |             |           |            | \$1,200 |          |
| Total labor costs   |                     |                 |                    |                  |                 |             |             |                |                   |  |  |             |           |            |         |          |
| Total Expenses  |                     |                 |                    |                  |                 |             |             |                |                   |  |  |             |           |            |         |          |
| <b>TOTAL</b>  | \$820               | \$10,650        | \$5,950            | \$5,600          | \$6,240         | \$2,800     | \$880       | \$1,920        | \$1,425           |  |  |             |           |            | \$1,200 | \$37,485 |



May 13, 2016

Ms. Pamela Vann  
Auburn Area Recreation & Parks District  
471 Maidu Drive #200  
Auburn, CA 95603

**Subject: Riparian Vegetation Management Permitting and Environmental Review Services**

Dear Ms. Vann:

Dudek, a California Corporation (C1210012), is pleased to submit the following scope of work for preparing an application for a Section 1602 Streambed Alteration Agreement for routine maintenance to allow for implementation of a proposed long-term program for vegetation management within five separate ARD facilities, including Regional Park, Meadow Vista Park, Placer Hills Park, Atwood Ranch Open Space Preserve, and Ashford Park. Our scope of work also includes a biological technical report, cultural resources records search, and an Initial Study / Mitigated Negative Declaration prepared under the California Environmental Quality Act (CEQA), which are required to obtain the desired permit from the California Department of Fish and Wildlife. All work would be performed by local personnel out of our Auburn office and I would act as ARD's main point of contact throughout the project. Dudek's Senior Biologist, Kevin Derby, would lead the permitting effort and act as liaison to CDFW and the Corps. Cathy Spence-Wells would act as Principal-in-Charge for the project.

It is our understanding that ARD's primary objective is to obtain a permit for routine and ongoing maintenance over a 5-year or longer period that will allow ARD to clear dense vegetation and limb trees within the riparian zone. The vegetation management plan is needed to improve security and access, and to discourage unauthorized camping and illegal activity. Our scope of work is based on review of ARD's request for proposal and discussions with ARD staff. Our work program would begin with the CEQA analysis and technical studies, since the environmental document and technical studies would support the application for the routine maintenance agreement. The estimated cost to complete Dudek's scope of work is \$37,485.00. Dudek is happy to meet to discuss our work program and answer questions you might have regarding our proposed scope of work.

Sincerely,



Markus Lang  
Project Manager  
[mlang@dudek.com](mailto:mlang@dudek.com)  
530.863.4643

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## APPENDICES

Insurance Certificate  
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# I SCOPE OF WORK FOR 1602 ROUTINE MAINTENANCE AGREEMENT

The following Task Outline describes each specific task the Dudek team will complete in providing environmental review services to ARD to support a routine maintenance agreement for a vegetation management program. Dudek's scope of work assumes that ARD will provide a description of activities that would be carried out within treatment areas, though Dudek can assist with the basic description of vegetation management activities that are typically carried out under this type of agreement with CDFW.

## TASK I: CEQA INITIAL STUDY / MITIGATED NEGATIVE DECLARATION

Dudek would carry out the following tasks to prepare the CEQA IS/MND. The IS/MND and biological and cultural resources reports prepared as part of Task I would be part of the application package submitted to CDFW for a routine maintenance streambed alteration agreement.

### Task I.2: Initiation, AB 52 Notification, and Project Description

Upon authorization to proceed, Dudek will collect data and review pertinent project documentation and other environmental information relevant to the project site and vicinity. Dudek staff will conduct a brief site visit for this task and will attend a project kickoff meeting or conference call with ARD staff. Dudek staff will prepare a notification letter in accordance with AB 52 as required under PRC §21080.3 and will provide it to ARD to send to tribes that have requested notification.

Dudek will prepare a Project Description to support the CEQA analysis based on information provided by ARD and our experience with typical activities that are authorized under a 1602 for routine maintenance. The Project Description will describe the existing environmental setting, land uses surrounding the site, and project components, construction techniques, and phasing based on plans and information provided by ARD. Dudek will submit a draft of the project description to ARD for review and comment and will make any necessary revisions prior to moving forward with the environmental analysis. The Project Description graphics will include a site and vicinity map, an aerial photograph displaying project-area boundaries, and photographs, as necessary.

### Task I.3: Technical Studies

Based on a preliminary review of the project and site characteristics, additional technical studies are necessary to support the analysis of impacts related to biological and cultural resources. These studies are described below.

#### Subtask I.3.1 Biological Resources Assessment

Dudek will prepare a Biological Resources Assessment report to describe conditions on the project site and identify any regulatory constraints in relation to special status species or sensitive habitats that might occur on site. The report will be prepared to meet CEQA requirements and to support the application for the routine maintenance streambed alteration agreement. Preparation of this analysis will include the following steps:

- **Project Initiation/Data Collection.** Dudek will review background information (soils, aerial photos, topographic maps, other natural resource documentation and available data).

- **Database Queries.** Dudek will obtain a report from the California Natural Diversity Database for special status species with potential to occur in the project region and will perform a query of the California Native Plant Society database for rare plants with potential to occur in the project area. A copy of the findings will be submitted with the final biological assessment letter report.
- **Field Survey.** Dudek biologists will conduct a reconnaissance-level field survey of the study area to identify vegetation and wildlife habitat types, and the potential for special status species or sensitive or regulated habitat types including wetlands that may occur on site. During the field survey, a general inventory of plant and animal species detected by sight, calls, tracks, scat, or other signs will be compiled, as well as determination of potential sensitive species that could occur on the project site. The vegetated swale will be assessed to determine if it is potentially jurisdictional according to Army Corps of Engineers (ACOE), California Department of Fish and Wildlife (CDFW) and/or Regional Water Quality Control Board (RWQCB) criteria. Recommendations for regulatory compliance will be provided if it is determined that the site could support special status species or regulated habitat types.
- **Map and Figure Preparation.** Basic figures will be created, including site/vicinity, aerial photo, and site photos figures.
- **Report Preparation.** Dudek will prepare a Biological Resources Assessment letter report to disclose findings of the survey and research. The report will provide sufficient detail for use in permitting and CEQA. The report will include a discussion of the survey methodology and will describe vegetation communities and sensitive biological resources in terms of regional significance and presence on site.

#### **Subtask 1.3.2 Cultural Resources Records Search**

The proposed project would result in some surface disturbance within stream corridors, which are considered sensitive for the presence of cultural resources. Thus, a physical survey of the site is included in this proposal as described below.

- **Records Search.** Dudek will complete a records search for a 1/2-mile radius around the project areas at the North Central Information Center (NCIC) to obtain information on previously recorded resources and completed resource studies.
- **Correspondence with NAHC.** Dudek will initiate correspondence with the NAHC and will contact tribes and tribal individuals listed by the NAHC as potentially having knowledge of Native American resources in the vicinity.
- **Pedestrian Survey and Report Preparation.** Following archival work, Dudek will conduct a pedestrian survey of the project area. The survey will consist of transects spaced at no more than 10 meters apart in accessible areas, oriented on cardinal directions or according to landscape features (i.e., the streambank or stream corridor). Dudek will prepare a letter report to disclose the findings of the survey and records search. This scope of work does not include recordation of artifacts, which could be necessary if cultural resources are discovered during surveys.

The results of the records search and NAHC consultation will be summarized in the cultural resources section of the IS/MND.

#### **Task 1.4: Administrative Draft Initial Study**

Upon the ARD's approval of the Project Description, Dudek will prepare an Initial Study (IS) pursuant to Appendix G of the CEQA Guidelines, with the intention to prepare a Mitigated

Negative Declaration (MND). The IS/MND will identify the existing conditions, potential effects of the proposed projects, and, if needed, feasible mitigation measures to avoid or reduce impacts to less than significant. The IS/MND shall incorporate the technical studies identified above. Dudek will submit the Administrative draft IS/MND in an electronic format for ARD to review.

**Task 1.5: Public Draft Initial Study**

Dudek will revise the Administrative Draft IS/EA to incorporate ARD's input and will prepare the public draft IS/MND and the Notice of Intent to adopt an MND. The public draft IS/MND will be circulated for 30 days. Dudek will prepare the following:

- Ten (10) print copies of Draft IS/MND
- Electronic copy for posting on ARD's website and electronic distribution
- 15 CD copies and printed summary for delivery to the State Clearinghouse
- Notice of Intent for posting by the County Clerk and/or by publication in a newspaper of general circulation.
- Notice of Completion/Transmittal for delivery to State Clearinghouse

Dudek will deliver the necessary copies and notices to the State Clearinghouse, and assist ARD in local distribution of the Notice of Intent. (Note: our cost estimate does not include posting, publication, or postage costs).

This work program assumes that ARD will be responsible for fees associated with filing the document with the County Clerk–Recorder's office, including the California Department of Fish and Wildlife (CDFW) CEQA review fee (effective January 1, 2016 fees for MND are \$2,210.25; due upon filing the Notice of Determination).

**Task 1.6: Final Initial Study/Mitigated Negative Declaration**

Following the public review period, Dudek will prepare a memorandum responding to any substantive environmental comments received. The cost estimate assumes that responses will be prepared for up to 10 individual comments, none requiring additional analysis or research as part of the response. Necessary minor edits, in response to comments received, will be made to the proposed IS/MND.

Dudek will prepare a Mitigation Monitoring Plan (MMP) for implementing the mitigation measures identified in the IS. The MMP will identify:

- The party(ies) responsible for implementation of mitigation measures
- The party(ies) responsible for monitoring of mitigation measures
- Time frames for implementation and monitoring of mitigation measures
- Performance criteria to be used in the monitoring actions
- Funding sources for each mitigation measure, where available.

The proposed Final MND and MMRP will be submitted to ARD for review. Following review and revision Dudek will prepare the Final MND and MMRP.

**Task 1.7: Hearing and NOD**

The Dudek project manager will attend one (1) Board of Directors hearing for consideration / adoption of the MND. Following approval of the project, Dudek will prepare a Notice of

Determination and file it with the County Clerk-Recorder's office and the State Office of Planning and Research within five working days. The filing of this notice begins a 30-day statute of limitations on challenges to the approved CEQA document. The CDFW fee noted under Task 5 will be due upon the filing of this notice.

## **TASK 2: APPLICATION FOR SECTION 1602 STREAMBED ALTERATION AGREEMENT FOR ROUTINE MAINTENANCE (LONG-TERM)**

Dudek will prepare and submit to CDFW an application for a Section 1602 Streambed Alteration Agreement on behalf of ARD for the five project areas. The application will include a general project description; a discussion of impacts to sensitive plants and wildlife (if any); a description of impact avoidance and minimization measures; a delineation of riparian habitat potentially subject to CDFW jurisdiction; required figures (vicinity maps, project site map, construction/grading cross sections, etc.); and Attachment D for Routine Maintenance (which provides details of specific routine maintenance activities to be performed). Dudek will coordinate with CDFW following submission of the application, including providing correspondence as-needed during the permitting period. It is assumed Dudek staff will attend up to two field meetings to discuss details of the Routine Maintenance Agreement. If additional meetings are necessary, Dudek will provide a cost estimate for those meetings at that time. The application will be supported by the CEQA document and technical studies prepared as part of Task 2. A 1602 permit for routine maintenance typically applies to activities such as trimming vegetation when streams are dry or at low flows, removal of invasive and non-native vegetation in and around streams, removing woody debris from stream channels, removing sediment from channel bottoms or around outlets or other structures, clearing trash or other debris from stream channels. The 1602 permit agreement is typically approved for a period of five years and the permittee (or operator) may seek one agreement renewal for an additional five years prior to expiration of the initial agreement.

## **TASK 3: U.S. ARMY CORPS OF ENGINEERS NOTIFICATION – ATWOOD RANCH OPEN SPACE PRESERVE**

Dudek will provide notification to the Corps as specified in Section 4.3 of the Atwood Open Space Preserve Operations and Management Plan. The notification will be provided in a letter that will include a description of the proposed activities including timing and methods, as well as figures depicting the proposed treatment area within the preserve. It is anticipated that no site visit or meeting will be required as a result of the notification and that correspondence with the Corps will be limited to confirming receipt of the notification.

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## **COST ESTIMATE**

The cost estimate attached as Appendix B provides a breakdown of hours and staff assigned to the project. We have prepared our cost estimate using discounted billing rates to reflect our long-standing relationship providing services to ARD. Standard billing rates and discounted billing rates are identified in the cost estimate spreadsheet provided. Our cost estimate is based on the assumptions given in this proposal.

## **SCHEDULE**

Dudek will commence work upon authorization to proceed or a signed contract and will deliver requested products in a timely fashion. Throughout the process, Dudek's Project Manager will keep ARD staff informed as to the schedule of deliverables and if there are any delays anticipated. The general duration of time required to carry out each task is given below.

| Task  | Deliverable               | Deliverable Due Date   |
|---|---------------------------|--|
| 1 - CEQA Initial Study / Mitigated Negative Declaration   | Final IS/MND              | Approximately 12-16 weeks from authorization to proceed to Board adoption.   |
| 2 - Application for Section 1602 Streambed Alteration Agreement for Routine Maintenance (Long-Term) | Draft project description | Application submitted within 2 weeks of adoption of CEQA document. If CDFW accepts it, we may submit the application prior to CEQA document adoption and submit the CEQA document to CDFW upon completion. The permit would likely be obtained with 30 – 60 days of application submittal. |
| 3 – U.S. Army Corps of Engineers Notification – Atwood Ranch Open Space Preserve                    | Notification submitted    | Concurrent with 1602 application. Early notification is preferable to ensure that any Corps concerns can be addressed.   |



## 2 DUDEK PROFILE

### Firm History

Founded in 1980, Dudek is an independent, midsize corporation focused specifically on California clients. Dudek is committed to remaining independent and locally focused, and has the financial strength to do so. Our approach to business has resulted in very low employee turnover, which means our clients work with project managers who have extensive experience in their local markets and who will be with the project from kick-off to completion. Our environmental experts focus on the following:

**Municipal** Our technical experts work with communities, districts, cities, and counties, providing solutions to the many issues facing new communities as well as issues caused by aging communities and their infrastructure.

**Development** We have in-depth experience managing projects where science, regulatory requirements, and community and stakeholder's interests converge. The Dudek team guides clients through analysis, entitlement, permitting, and implementing private master-plan communities and public infrastructure projects.

**Resource Management** We provide science-based analysis for preserve design and species survey methodologies, coupled with habitat planning, permitting, design, and installation expertise.

**Conservation** Our experts plan and design practical, sustainable approaches for land management, water supply, and species biodiversity.

### Permitting and Regulatory Process

Dudek consistently secures development permits, agreements, and approvals from state, federal, regional, and local agencies and other relevant agencies, groups, and entities having jurisdiction in a project region. Our success stems directly from the relationships and reputation we have fostered with the regulatory agencies, particularly within Northern California, including the U.S. Army Corps of Engineers (ACOE), CDFW, and Central Valley and Lahontan Regional Water Quality Control Boards (RWQCBs). Dudek provides reliable, scientifically based information in permit application packages, tailored to address the specific requirements and standards of the relevant agency, including:

- Section 1602 Streambed Alteration Agreements with CDFW
- State Endangered Species Act Section 2081 incidental take permits
- State Section 2080.1 Consistency Determinations
- Tree and Woodland Management and Preservation Plans to meet, state, city, and county requirements.
- Federal Clean Water Act Section 404 and 401 permits
- Federal Endangered Species Act Section 7 consultations for Biological Opinions

### DUDEK SERVICES

- Agency Permitting
- Biological Surveys and Monitoring
- CEQA/NEPA Compliance
- Coastal Planning/Permitting
- Civil Engineering
- Climate Change Analysis and Planning
- Construction Management
- Habitat Restoration and Management
- Hazardous Materials Testing
- Hydrology
- Sustainability Planning
- Fire Protection Planning
- Water Conservation Planning
- Water Infrastructure Planning & Design
- Urban Forestry

- Federal Endangered Species Act Section 10a(1)B incidental take permits

Our knowledge of the applicable regulations combined with our specific experience with the standards and processes of each particular agency and its staff enables us to prepare CEQA compliance documents that incorporate applicable agency standards in mitigation measures so that project approvals reflect the permitting requirements, streamlining the mitigation monitoring and reporting process. Dudek's permitting specialists are supported by a graphics and GIS support team and all mapping is prepared using ArcGIS.

## CEQA and NEPA Analysis

We have prepared and processed to certification more than 1,500 California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents for development, restoration, conservation, and rule-making projects in California. Our environmental experts work collaboratively with clients, regulatory agencies, and the public to clearly define goals, objectives, and processes. We then apply extensive practical knowledge of complex planning, permitting, and environmental requirements to ensure compliance with the latest laws, regulations, and court decisions. Our strength is a deep understanding of CEQA and NEPA from both a policy and practical application perspective. In supporting our clients through the environmental review process, our role as environmental planners and supporting technical specialists is to prepare CEQA and NEPA documents that give a broad assessment of potential impacts under the proposed project and clearly define feasible and implementable performance standards and mitigation measures to minimize or avoid significant impacts.

## Professional and Support Staff

Dudek is a multidiscipline firm with over 300 professional, technical, and support staff working in offices throughout California. More than 20 people work in our Auburn office and all work performed for this ARD project would be performed by staff in Auburn. Our local staff has many years' experience working on projects in the City of Auburn and Placer County and throughout the Sierra Nevada foothills and the Sacramento region.

### OFFICE LOCATION:

853 Lincoln Way (historic Promenade Building)  
Auburn, California 95603  
530.887.8500

### POINT OF CONTACT:

Markus Lang  
530.863.4643  
mlang@dudek.com

## 3 QUALIFICATIONS AND EXPERIENCE

### Project Team

#### PROJECT MANAGER

##### Markus Lang, Environmental Specialist

Markus Lang is an environmental specialist with more than 8 years' experience conducting and managing environmental impact analyses in accordance with CEQA and NEPA as well as biological resource assessments, constraints analyses, and regulatory compliance. He has provided consultant planning services for a variety of projects in several jurisdictions in Northern California, from the Central Valley to Sierra Nevada regions, and has served as project manager for environmental review of several District projects.

#### EDUCATION

California Polytechnic State University,  
San Luis Obispo, 2000  
BS, Forestry/Natural Resources  
Management, Environmental Management  
Concentration

#### PROFESSIONAL AFFILIATIONS

Association of Environmental  
Professionals (AEP)

#### PERMITTING LEAD

##### Kevin Derby, Senior Biologist

Kevin Derby is a senior biologist, ecologist, and regulatory specialist with a background in environmental compliance. Mr. Derby has 18 years' professional experience in multi-agency regulatory permitting and compliance, ecological restoration, natural resource assessments, special-status flora and fauna species surveys, fisheries bio-surveys, water quality improvement, water quality and erosion/sediment control, mitigation design, construction compliance monitoring, and fisheries habitat restoration. Mr. Derby is experienced in managing large wetland delineation projects, wetland mitigation design and planning, wetland (including vernal pools) assessments, restoration success monitoring (quantitative and qualitative), alternatives analyses for projects with potential wetland impacts, biological assessments (including sensitive plant and animal surveys), preparation of wetland and biology sections of environmental planning documents, construction monitoring near wetlands, and aquatic bioassessment monitoring. He is also experienced in Clean Water Act (CWA) Sections 404 and 401 permitting, CDFW Code 1603 permitting, and Food Security Act delineations for Natural Resources Conservation Service.

#### EDUCATION

University of Colorado, Boulder  
BA, Environmental Conservation  
(Collaboration of Biology, Geography,  
and Economics)

#### CERTIFICATIONS

U.S. Army Corps of Engineers Wetland  
Delineation Certification

#### PROFESSIONAL AFFILIATIONS

Society of Wetland Scientists  
California Society for  
Ecological Restoration  
California Native Plant Society  
California Waterfowl Association

#### CULTURAL RESOURCES

##### Adam Giacinto, Archaeologist

Adam Giacinto is an archaeologist with 10 years' experience preparing cultural resource reports, site records, and conducting archaeological survey, evaluation, and data recovery-level investigations. His research interests include prehistoric hunter-gatherer cultures and contemporary conceptions of heritage. His current research focuses on the social, historical, archaeological, and political mechanisms surrounding heritage values. He has gained practical experience in archaeological and ethnographic field methods while conducting research in the Southwest,

#### EDUCATION

San Diego State University  
MA, Anthropology  
Sonoma State University  
BA, Anthropology/Linguistics  
Santa Rosa Junior College  
AA, Anthropology

Mexico, and Eastern Europe.

Mr. Giacinto brings specialized experience in cultural resources information processing gained while working at the South Coastal Information Center. He has worked as part of a non-profit collaboration in designing and managing a large-scale, preservation-oriented, standardized database and conducting site and impact predictive GIS analysis of the existing cultural resources surrounding ancient Lake Cahuilla. He is experienced in ethnographic and applied anthropological methods in urban and rural settings, both in the United States and internationally.

## PRINCIPAL IN CHARGE

### Cathy Spence-Wells, AICP

Cathy Spence-Wells is a land use and environmental planner with more than 30 years' experience in the public and private sectors. Ms. Spence-Wells has a well-established reputation for delivering top-quality planning services to projects throughout the Foothill, Sierra Nevada, and Northern California regions. She is widely respected for her expertise in and knowledge of land use and environmental issues, particularly in relation to local governmental land use policy and CEQA/NEPA. Throughout her career, she has developed and maintained excellent professional relationships with numerous local, regional, and state agency personnel as well as close working relationships with many of the industry's top environmental specialists. She is certified through the American Institute of Certified Planners (AICP).

#### EDUCATION

California State University, Sacramento  
BA, Environmental Studies, 1976

#### LICENSES AND CERTIFICATIONS

American Institute of Certified Planners  
(AICP). Issued July 1989

#### PROFESSIONAL AFFILIATIONS

Association of Environmental  
Professionals (AEP)

American Planning Association (APA),  
including California Chapter

## 4 DUDEK TEAM EXPERIENCE

### Permitting Projects

#### **FARRON STREET BRIDGE PEDESTRIAN AND BIKE CROSSING, CITY OF ROCKLIN, CALIFORNIA.**

**CLIENT:** CITY OF ROCKLIN

Dudek's Senior Biologist, Kevin Derby, managed all permitting required for the Farron Street bridge pedestrian and bike crossing, an 83.5-foot-long by 9-foot-wide pre-manufactured, single-span, steel-truss pedestrian/bike bridge across Antelope Creek, for the City of Rocklin. Work on the project included a biological resource assessment, a wetland delineation, preparation of a Streambed Alteration Agreement for CDFW, and development of a mitigation monitoring and reporting plan to satisfy resource agency mitigation requirements. Mr. Derby assisted the city in making minor modifications to the project design to avoid the need for a Section 404 permit, federal Endangered Species Act consultation, and CWA Section 401 water quality certification. This resulted in a budget surplus that could be allocated to other aspects of the project and streamlined the project schedule. Mr. Derby also managed the mitigation plan implementation and the monitoring and maintenance program on the project.

#### **SYCAMORE GLEN/MOUNTAIN VISTA SUBDIVISIONS, CHICO, CALIFORNIA.**

**CLIENT:** EPICK HOMES

Senior Biologist, Kevin Derby, managed this project that involved acquisition of an individual Section 404 Permit, Section 7 consultation, Section 401 water quality certification, a Streambed Alteration Agreement, and City of Chico approval for a contentious project. Tasks on this project included conservation/mitigation preserve planning, permitting, liaison with the resource agencies, assistance with the local planning process, testimony at City of Chico Planning Commission and City Council hearings, long term management plan (onsite and offsite), and project management. The on-site preserve was designed to include the Sycamore Creek corridor and the largest vernal pool complexes on the property, while achieving project goals. Mr. Derby wrote the plans to preserve, restore, and create vernal pools in the onsite preserve. This included preparation of a Habitat Mitigation and Monitoring Plan (HMMP), a long term management plan, and Off-site mitigation includes acquisition of high-quality, in-kind habitat to satisfy the preservation requirements. Mr. Derby also monitored onsite wetland restoration and creation activities and designed the success monitoring protocol and long term management plans for all mitigation areas. Mr. Derby also monitored successful elderberry shrub transplanting and associated plantings, initial grading of the development footprint, and creation/restoration of the first phase of the vernal pool preserve.

#### **CITY OF ESCONDIDO HALE AVENUE RESOURCE RECOVERY FACILITY UPGRADE AND RECLAIMED WATER DISTRIBUTION SYSTEM, ESCONDIDO, CALIFORNIA.**

**CLIENT:** CITY OF ESCONDIDO

Dudek's Senior Biologist assisted the City of Escondido with the natural resource permitting, mitigation, and monitoring tasks associated with upgrading its wastewater treatment facility to the tertiary treatment level. The project also included permitting an extensive distribution pipeline for

the reclaimed water to use as non-potable irrigation water throughout the city. Tasks include obtaining Section 404, 1601, 401, and 4(d) permits for project approval, plan review, development of a mitigation requirement database, construction crew trainings, on-site biological and environmental compliance monitoring, team meetings, coordination with city staff and construction site managers, and agency coordination. Work on this project also included development of a mitigation plan to create sensitive upland and wetland habitats as a result of the project.

## **TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT, TRUCKEE, CALIFORNIA.**

**CLIENT:** TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT

Dudek's biologists performed wetland delineations at three school expansions/upgrades in the Tahoe Truckee Unified School District. Work also included acquisition of permits from the Army Corps of Engineers (ACOE), California Department of Fish and Wildlife (CDFW), and the Lahontan Regional Water Quality Control Board, including waivers for work in the Lake Tahoe Basin and the Truckee River watershed. The resource agency permitting (404, 401, 1601) for minor impacts to wetlands is almost complete; in time for the 2016 construction season. Dudek's senior biologist successfully negotiated terms of the Streambed Alteration Agreement with CDFW to remove work restrictions that made the project difficult to complete.

## **OTHER DUDEK GENERAL PERMITTING PROJECTS**

**Client:** As noted

**Programmatic 404/HCP Integration, Solano County, California.** Oversaw team of project managers to develop a streamlined permitting program for public agencies/special district participants under the pending Solano County HCP. Recommended splitting projects into two different permit vehicles, a RGP for operations and maintenance impacts, and a LOP for new/permanent impacts. Worked with the project proponents and organized an interagency team consisting of both San Francisco and Sacramento Districts of the ACOE, the SWRCB, EPA Region 9, and the CDFW to identify a strategy for collection and compilation of necessary watershed data and to develop a watershed-level compensatory mitigation strategy.

**RGP 3 for Operation and Maintenance Activities in the Suisun Marsh, ACOE, Solano County, California.** Developed, administered, and refined the RGP3 permit vehicle to allow more efficient management and protection of the Suisun Marsh. Worked with USFWS, NMFS, the Bureau of Reclamation, CDFW, DWR, BCDC, SRCD, and local landowners to develop a more refined RGP for operation and maintenance activities needed to restore or preserve a critical part of the San Francisco Bay-Delta estuary system. RGP3 has played an important role in restoring and preserving this critical part of the San Francisco Bay-Delta estuary ecosystem.

**Programmatic Permitting Assistance, Santa Clara Valley Habitat Agency, Santa Clara County, California.** Assisting with obtaining programmatic permits associated with the Santa Clara Valley Habitat Plan (SCVHP), a 50-year regional plan that allows for future development in Santa Clara Valley while protecting endangered species. Plan partners (City of San Jose, City of Gilroy, City of Morgan Hill, County of Santa Clara, Santa Clara Valley Water District, and Santa Clara Valley Transportation Authority) are seeking to integrate Federal and State aquatic resources permitting for activities to be authorized under the SCVHP.

## CEQA Projects

### **ASHLEY MEMORIAL DOG PARK MITIGATED NEGATIVE DECLARATION**

**CLIENT:** AUBURN AREA RECREATION AND PARK DISTRICT

The Ashley Memorial Dog Park project included conversion of a portion of an existing recreational park facility into a facility that accommodates off-leash exercising for dogs, including enclosure of the off-leash area with a chain-link fence, on-site trails and canine play features, and other recreational amenities. The uses are considered generally consistent with the City's Open Space and Conservation zone district within which the park is located. Dudek (previously North Fork Associates) determined that preparation of an Initial Study/Mitigated Negative Declaration would provide the appropriate level of CEQA review for the proposed project. A biological resources assessment and cultural resources records search were conducted, and an Initial Study and Mitigated Negative Declaration were prepared in addition to public notices. Dudek personnel also assisted the District with the public hearing for this controversial project.

### **FAIR PARK LIGHTING UPGRADE MITIGATED NEGATIVE DECLARATION**

**CLIENT:** AUBURN AREA RECREATION AND PARK DISTRICT

The District proposed to add eight new light standards to illuminate sports fields for night use at the District's Fair Park facility. The proposed light poles would be 50-feet tall and project consists of the immediate re-standing of four tapered-steel 50-foot tall light standards topped by two steel crossmembers that would each support three 1,500 watt sodium metal halide light fixtures with reflectors. The District proposed to install some light assemblies immediately, while others would be placed in the future as needed for evening field use. Dudek staff prepared an Initial Study/Mitigated Negative Declaration for the proposed project that evaluated increased evening use of the facility and light spillage to adjacent sensitive residential and commercial uses and included practical mitigation measures to reduce impacts of glare and nighttime illumination to neighboring areas. Dudek prepared the Mitigation Monitoring and Reporting Program and assisted in preparing and posting required notices. The CEQA document was adopted by the District and the project has been implemented.

### **RAILHEAD PARK PARKING LOT EXPANSION CATEGORICAL EXEMPTION**

**CLIENT:** AUBURN AREA RECREATION AND PARK DISTRICT

The District proposed to pave a ±13,000 square-foot area contiguous with the existing paved parking area at Railhead Park to provide 29 additional parking spaces. The project was necessary to remedy inadequate parking conditions during weekends and special events. The project was proposed on property owned by the U.S. Bureau of Reclamation, and the bureau prepared a Categorical Exclusion from NEPA for the project. Preliminary review and consultation with the District determined that the project would be categorically exempt from CEQA review pursuant to CEQA Guidelines Section 15301, and a Notice of Exemption and Notice of Intent to Approve a Categorical Exemption from CEQA was prepared for publication in the Auburn Journal. The Notice of Exemption was filed with the Placer County Clerk-Recorder's office.

### **MULTIPLE ENVIRONMENTAL PROJECTS**

**CLIENT:** Tahoe City Public Utility District

Dudek has completed environmental analysis and documentation for multiple projects under contract with the TCPUD, many of which supported regulatory permitting applications. Project completed for Tahoe City Public Utility District include:

### **Homewood Bicycle Trail**

Dudek staff prepared the CEQA compliance document and Caltrans/Federal Highway Administration (FHWA) technical studies for TCPUD's construction of a 1-mile segment of bicycle trail near State Route 89 through Homewood. TCPUD operates a bicycle trail along the west shore of Lake Tahoe extending from Tahoe City to Sugar Pine Point State Park. The Homewood Trial project connects two existing segments of the Class I trail north and south of the project area. The trail



project is consistent with TRPA EIP project 86 which aims to improve air quality by promoting alternative transportation, and EIP project 10042, which aims to improve scenic quality by placing utilities underground. The proposed trail alignment is located in a mix of easements and roadway rights-of-way in an area that supports primarily single-family residential and commercial uses. A portion of the trail is adjacent to State Route 89 and was designed to be compatible with Caltrans' Placer 89 EIP project, while another portion runs along Sans Souci Terrace and was designed to be consistent with Placer County's erosion control EIP project for this Placer County roadway. The trail required approval from a number of agencies including Caltrans, the County, and the TRPA. In addition to CEQA documentation, technical studies prepared under the work program included Caltrans/FHWA-specific studies including a preliminary environmental study form, natural environment study, visual impact assessment memorandum, historic property survey report, archaeological survey report, community impact memorandum, and water quality assessment memorandum, as well as other studies including an arborist report and initial site investigation for hazardous materials. Dudek staff participated in a neighborhood workshop and public hearings hosted by TCPUD to inform the public regarding details of the project and the status of the environmental review process. This project was completed in 2012.

### **West Lake Tahoe Regional Water Treatment Plant**

Dudek staff prepared a detailed IS and MND for the West Lake Tahoe Regional Water Treatment Plant. Dudek completed technical analyses of environmental constraints and potential project impacts at three separate potential treatment plant locations and two separate lake intake and electrical/chemical feed room locations. This information was used by TCPUD in conducting community outreach and identifying a preferred project site. The IS presented a thorough analysis of potential project impacts, using the standards of the TRPA and Placer County to determine impact significance and identify appropriate mitigation measures. Key project issues included noise associated with project construction and operation, aesthetics, tree loss, and water quality. Dudek presented the CEQA document at a TCPUD Board of Directors hearing in 2015.

### **Tahoe City Golf Course Acquisition Constraints Analysis**

Dudek prepared a natural resources constraints analysis as part of the program of due diligence conducted by the TCPUD prior to the TCPUD's acquisition of the approximately 47-acre Tahoe City Golf Course north of State Route 28 in Tahoe City, California. The analysis identified habitat types, hydrologic features, and land designations that would





represent regulatory constraints to further development of the site, including stream environment zones, riparian zones, and waters of the United States. Potential for the site to support special-status species of plants and wildlife was also evaluated in the report. In addition to the report, Dudek provided GIS mapping and analytics in identifying constraints on the site. This project was completed in 2011.

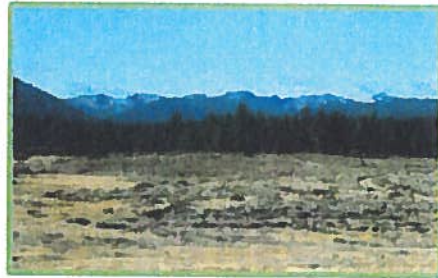
### **CEQA Compliance for West Shore Export Truckee River Crossing (WSETRC)**

Dudek staff prepared a detailed IS and MND for TCPUD's WSETRC project. The project included replacing an existing deteriorated 36-inch welded steel sewer line that crosses the Truckee River on elevated concrete bents at a location just downstream of Lake Tahoe's outlet into the Truckee River. The project included in-stream work in the Truckee River to repair and rehabilitate the concrete bent supports. Dudek prepared an IS and MND for the project as well as technical analyses of cultural and biological resources and a jurisdictional wetland delineation for the project site. The analysis of potential project impacts in the IS evaluated impacts against TRPA and Placer County standards to determine impact significance and identify appropriate mitigation measures. Important issues included project construction access, recreational impacts associated with rafting and the 64-Acre Park, aesthetics, and water quality. The environmental review required coordination with the U.S. Forest Service, which manages land within the project site on the south side of the Truckee River. TCPUD's Board of Directors approved the CEQA document in 2015.

### **MARTIS VALLEY TRAIL EIR**

**Client:** NORTHSTAR COMMUNITY SERVICES DISTRICT

Dudek staff prepared an EIR for the 10-mile-long Martis Valley Trail, which would connect trails in the Town of Truckee to trails in Martis Valley, Northstar, and the Lake Tahoe Basin. The EIR includes project-level analysis for the sections of the trail anticipated to be constructed in the near term, and programmatic analysis of the trail sections that will be constructed in the future. Public interest in the project was high, as the existing trails in the vicinity are popular with the local community and Dudek participated in several workshops and public hearings on the project. The trail crosses a combination of public and private land with multiple landowners, including the ACOE, and traverses an area rich in cultural, biological, and hydrologic resources. Dudek is currently preparing an EA for the portion of the trail on ACOE property, conducting fieldwork to support Northstar Community Services District in implementing mitigation measures, and completing additional environmental review in support of project funding. Dudek also recently completed wetlands permitting and a floodplain prohibition exemption with the Lahontan RWQCB for Phase I of the trail project.



### **CALPECO 625 AND 650 LINE UPGRADE PROJECT**

**Client:** CPUC

Dudek provided technical document review and prepared the Forestry Resources and Scenic Resources sections of the project Draft EIS/EIR. The project involved realignment and capacity upgrades to a power line system that runs from the town of Truckee southward to Kings Beach, then westward to Tahoe City. The project occurred within the jurisdiction of CPUC, TRPA, and USFS. The Draft EIS/EIR is complete.

## TRUCKEE HIGH SCHOOL TRACK AND FIELD IMPROVEMENTS

**Client:** TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT (TTUSD)

Dudek staff prepared an IS and MND for the TTUSD project to convert the cinder track at Truckee High School to an all-weather surface, allowing the school to host track meets. Dudek worked with TTUSD staff to carefully define the proposed project both in terms of the physical characteristics of the proposed improvements and the operational changes that the project would support (i.e., when practices and meets would occur, number of people that would attend, and when peak traffic generation periods would occur).



In support of the MND, Dudek staff prepared technical analyses of biological resources, including a roadside drainage ditch that is within the jurisdiction of the ACOE, noise impacts during construction and track meets, and air pollutant emissions. Following approval of the project, Dudek staff completed pre-construction nesting bird surveys, and is continuing to work with TTUSD in obtaining permits from the Lahontan RWQCB and ACOE for impacts to wetlands.

## 5 REFERENCES

The Dudek team is proud of our recent project work and happily provide the reference information in **Table I**, below.

**TABLE I. REFERENCES**

| Name/Reference   | Company Name                                | Contact Information                                   | Discipline/Team Member            |
|--|---|---|-----------------------------------|
| Matt Homolka<br>District Engineer/Assistant<br>General Manager   | Tahoe City Public<br>Utilities District     | T: 530.580.6042<br>E: mhomolka@tcpud.org              | CEQA/Biology                      |
| Mike Staudenmayer<br>General Manager                             | Northstar CSD                               | T: 530.562.0747<br>E: mikes@northstarcSD.com          | CEQA/Biology                      |
| Kahl Muscott<br>District Administrator                           | Auburn Area Recreation<br>and Park District | T: 530-885-0611 x102<br>E: kmuscott.ard@sbcglobal.net | CEQA                              |
| Pamela Vann<br>Landscape Architect                               | Auburn Area Recreation<br>and Park District | T: 530-885-0611 x107<br>E: pvann@auburnrec.com        | CEQA                              |
| Bernie Schroeder<br>Public Works Director<br>Reg Murray, Planner | City of Auburn                              | T: 530.823.4211 x144<br>E: bschroeder@auburn.ca.gov   | CEQA/Biology                      |
| Rob Koster,<br>Project Manager, Facilities<br>Department         | Tahoe Truckee Unified<br>School District    | T: 530 582 2542                                       | CEQA/Biology/Permitting           |
| Ken Grehm<br>Director  | Placer County Public<br>Works               | T: 530.745.7500<br>E: kgrehm@placer.ca.gov            | CEQA/Biology/Permitting           |
| Pete and Chris Giampaoli   | Epick Homes                                 | T: 530-891-4757                                       | Permitting/Biology<br>Kevin Derby |
| Sid Paul   | Rocklin Manor<br>Apartments                 | T. (818) 223-3500 ext. 1207                           | Permitting/Biology<br>Kevin Derby |

# **APPENDIX A**

## **Insurance Certificate**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/9/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |   |        |
|---|---|--------|
| PRODUCER<br>Michael J Hall & Company<br>A/E Insurance Services<br>19660 10th Ave NE<br>Poulsbo WA 98370 | CONTACT NAME: Michael J Hall & Company License #0792445   |        |
|   | PHONE (A/C, No., Ext): 360-598-3700 FAX (A/C, No):<br>E-MAIL ADDRESS: certificates@hallandcompany.com |        |
| INSURED<br>25<br>Dudek<br>605 3rd Street<br>Encinitas CA 92024  | INSURER(S) AFFORDING COVERAGE   | NAIC # |
|   | INSURER A: American Automobile Insurance Co   | 21849  |
|   | INSURER B: Indian Harbor Insurance Company  | 36940  |
|   | INSURER C: American Automobile Insurance Compa  | 21849  |
|   | INSURER D:  |        |
|   | INSURER E:  |        |
|   | INSURER F:  |        |

COVERAGES CERTIFICATE NUMBER: 1287009535 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| C        | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> OCP/XCU/BFPD<br><input checked="" type="checkbox"/> Cross Liability<br>GEN'L AGGREGATE LIMIT APPLIES PER<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC |           |          | MXG80965258   | 8/28/2015               | 8/28/2016               | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000<br>MED EXP (Any one person) \$10,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000<br>\$ |
| C        | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS  |           |          | MXG80965258   | 8/28/2015               | 8/28/2016               | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$0   |           |          | CGX48875322   | 8/28/2015               | 8/28/2016               | EACH OCCURRENCE \$1,000,000<br>AGGREGATE \$1,000,000<br>\$  |
| C        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  |           | N/A      | WC81030014    | 8/28/2015               | 8/28/2016               | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER<br>E L EACH ACCIDENT \$1,000,000<br>E L DISEASE - EA EMPLOYEE \$1,000,000<br>E L DISEASE - POLICY LIMIT \$1,000,000                                |
| B        | Professional Liab Claims Made<br>Contractors Pollution Liab: Occur  |           |          | PEC002403108  | 8/28/2015               | 8/28/2016               | \$1,000,000 Per Claim<br>\$1,000,000 Aggregate  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

For Informational Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# **APPENDIX B**

## **Cost Estimate Table**

Proposal for Consulting Services for

# RIPARIAN VEGETATION MANAGEMENT MASTER PERMITTING AND ENVIRONMENTAL REVIEW



SUBMITTED TO:



Auburn Recreation and Park District  
May 13, 2016

SUBMITTED BY:



**FOOTHILL ASSOCIATES**

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### Appendices

Appendix A – Resumes



## 2 FIRM ORGANIZATION /CREDENTIALS/PROFESSIONAL EXPERIENCE

### 2.1 Foothill Associates Firm Overview

Founded in 1995, Foothill Associates is a Veteran-owned, California Corporation with Small Business certification (#20864) that provides a wide range of environmental consulting, landscape architecture, and planning services to local governments, public agencies, and private clients.

We are distinguished from our competitors by the range of complementary environmentally-based services we provide and our ability to assemble internal multidisciplinary teams that are tailored to the specific requirements of each unique project. Our diverse staff includes an assemblage of technical specialists, including environmental planners, regulatory specialists, biologists, botanists, arborists, landscape architects, and GIS specialists. Our comprehensive range of consulting services includes assisting our clients with initial concept development, master plans, construction drawings, specifications, cost estimating, bid coordination, construction oversight, as well as public outreach, CEQA/ NEPA environmental document preparation, regulatory compliance and permitting, and mitigation planning.

With this range of skills, we are highly qualified to address a broad array of projects and provide solutions that incorporate sensitivity to environmental resources from initial project conception through final completion. This integrated approach to project execution typically results in better assessment of the issues, more innovative design, lower costs, and shorter timeframes.

We are committed to providing the highest quality services to our clients at competitive rates and to being responsive to our clients' needs. We recognize that maintaining excellent relationships with our clients is our most valuable asset, and we strive always to make projects as enjoyable and rewarding as possible for our clients. When you choose Foothill Associates, you work with a team of professionals whose true interest is the success of your project.

With a staff of 17, we have been working with public and private sector clients in the Sacramento Valley and Sierra Foothills for 20 years.

Services provided by Foothill Associates include:

- Regulatory Permitting
- Environmental Documentation (CEQA/NEPA)
- Resource Assessment
- Planning
- Landscape Architecture
- Water Resources
- GIS and Technical Services
- Web and Creative Services

*Our greatest strength is the synergy between our multiple divisions, where biologists and landscape architects, GIS specialists, CEQA and land use planners all work together to offer a thorough, comprehensive approach to every project.*



## Office Location

Foothill Associates maintains one office in Rocklin, California. Our office is conveniently located within 30 minutes of project sites allowing for meetings or impromptu field visits on short notice with minimal cost for staff travel time.

590 Menlo Drive, Suite 5  
Rocklin, CA 95765  
Phone: (916) 435-1202  
Fax: (916) 435-1205

## 2.2 Subconsultants

### Ric Windmiller, Consulting Archaeologist

*Role:* AB 52 Consultation

### **Ric Windmiller, Consulting Archaeologist**

2280 Grass Valley Highway,  
Suite 205  
Auburn, CA 95603  
(530) 878-0979

Ric Windmiller has more than 30 years' experience directing cultural resource studies across northern California to meet CEQA, NEPA, National Historic Preservation Act, and Section 106 requirements. Since opening his consultancy in 1987, Windmiller has served both public and private sector clients with archaeological, paleontological and historic studies for single projects as well as for precise plans, specific plans and general plans. The firm's experience includes but is not limited to archaeological field surveys of existing and proposed streets, roads and highways, existing and proposed parks, planned pipelines and related infrastructure, railroad upgrades, and residential, parks and commercial developments ranging from less than 10 acres to 5,000 acres. Experience also includes archaeological monitoring of pipeline excavations, highway interchange construction and mass grading. Ric Windmiller has supervised numerous archaeological test excavations as well as full-scale recovery excavations at both prehistoric and historic archaeological sites, data analysis, report preparation and publication. The consultancy's strengths lie in its small size and dedication to providing personal service and cost-effective, timely response to project needs. Ric meets the Secretary of the Interior's Professional Qualifications Standards in prehistoric and historical archaeology.

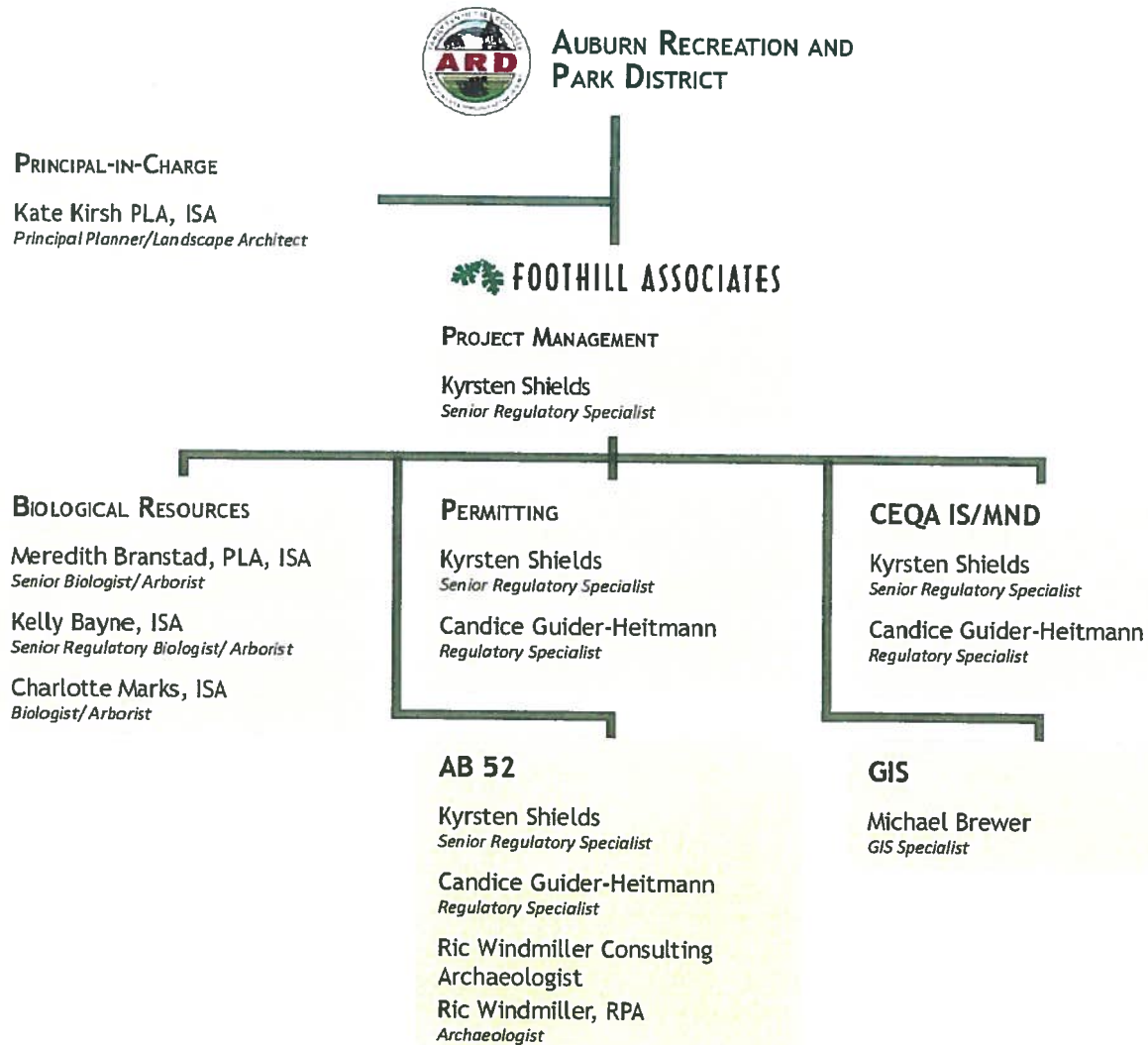
Ric's recent experience includes cultural resources inventory and evaluation for CEQA and National Historic Preservation Act, Section 106 review for Sacramento-Placerville Transportation Corridor Natural Trail Implementation Plan, ASR/HPSR for Lower Laguna Creek Open Space Trail, and ASR/HPSR for St. Francis Avenue Bridge Replacement in Modesto. All of these projects were completed with Foothill Associates.

This project will be managed by Mr. Windmiller at his Auburn office location.

### 3 PROJECT TEAM

The organizational chart identifies the key members of the project team. The personnel identified will be involved throughout the life of the project. Kyrsten Shields as Project Manager will be responsible for coordination and communication with the ARD and for coordinating the work of all members of the project team.

#### 3.1 Organizational Chart



## 3.2 Key Team Member Qualifications

### Kyrsten Shields, Project Manager

#### *Senior Regulatory Specialist*

Kyrsten Shields has over twelve years of experience managing projects as a Regulatory Specialist, including private sector and public agency experience. Kyrsten has demonstrated expertise managing and preparing CEQA and NEPA documents, and conditional use permits. Kyrsten is also adept at managing and preparing a wide range of environmental permitting documents, including: Section 404 Individual Permits and Letters of Permission, Section 404 Nationwide Permits, Section 401 Water Quality Certifications, CDFG 1600 agreements, and Section 106 and Section 7 supporting documentation for a wide range of projects. She has also prepared Army Corps of Engineers Operations and Management Plans, Mitigation Plans, Conservation Easement Language and other permitting support documentation. She is accustomed to presenting complex and controversial project-related analyses and information before Planning Commissions and Board of Supervisors, as well as special committees and members of the public.



#### **Education**

- Bachelor of Science, Natural Resource Planning; Minor-Soils, Humboldt State University, Arcata, CA, 2003

### Kate Kirsh, PLA, ISA, Principal-in-Charge

#### *Principal Planner/Landscape Architect*

Kate Kirsh, Foothill Associates President and Landscape Architect, has over 20 years' experience specializing in parks, trails, recreation, and open space planning and design at the regional, local, and site scales. She has worked on all phases of project planning and design including site assessment, conceptual design, planting plans, grading, construction drawings, implementation, cost estimating, phasing, community surveys, workshop facilitation, and operations and maintenance strategies. She also has extensive experience with natural resource assessment, watershed management, ecological planning, design and restoration, and the use of computers and Geographic Information Systems (GIS) for environmental analysis and characterization. Her experience includes considerable contact with federal, state, and local regulatory agencies as well as private public interest groups, landowners, and tribes in California, Oregon and Washington. In addition, Kate has more than 20 years of experience designing databases and computer applications to support a wide variety of applications, including parks inventory and maintenance, watershed planning, assessment, restoration project management and resource monitoring.



#### **Education**

- Master of Landscape Architecture, University of Oregon, Eugene, 1996
- Bachelor of Landscape Architecture, University of Oregon, Eugene, 1995

- Bachelor of Arts (Art History), University of California at Santa Barbara, 1978

#### **Registrations and Certifications**

- California Landscape Architect, License #4362
- Certified Arborist #WC-5137

## Candice Guider-Heitmann

### *Regulatory Specialist*

Candice Guider-Heitmann is a regulatory specialist with over ten years' experience working on a wide variety of projects for public and private sector clients. Her professional background includes assisting with CWA Section 404 and 401 permitting, CDFW 1600 Streambed Alteration Agreements, preparing Pre-Construction Notification materials, and Individual Permit applications. Ms. Guider-Heitmann's technical writing experience consists of CEQA and NEPA environmental compliance documents, wetland permitting and endangered species permitting packages, biological resources assessments, and mitigation planning documents. Ms. Guider-Heitmann regularly collaborates with project applicants and agencies to ensure project compliance.



### **Education**

- Bachelor of Science, Business Administration California State University, Sacramento, CA, 2003

## Meredith Branstad, PLA, ISA

### *Senior Biologist/Landscape Architect/Certified Arborist*

Meredith Branstad is a Senior Biologist and Vice President of Foothill Associates. She has managed a wide array of projects including biological assessments, wetland delineations, focused special-status species surveys, habitat assessments, biological monitoring of sensitive resources, mitigation planning and monitoring, nesting raptor surveys, assessing environmental impacts, and writing technical documents detailing survey results. She also manages biological resources assessments for support and incorporation into CEQA/NEPA documentation. Meredith routinely works with construction contractors to lead Worker Environmental Awareness Training, as well as construction monitoring and reporting for environmental compliance. Through these resource planning efforts Meredith has experience coordinating with multiple agencies and local municipalities to ensure project compliance with applicable state, federal, and local regulations specifically the California and Federal Endangered Species Acts, Section 404 of the Clean Water Act, Section 1600 of California Fish and Wildlife Codes as well as local regulations and General Plan policies. She has extensive experience consulting with multiple regulatory agencies in support of permit applications and compliance.



### **Education**

- Bachelors of Science (Highest Honors) in Landscape Architecture, University of California, Davis, 2002
- Bachelors of Science (Highest Honors) in Wildlife, Fish, and Conservation Biology, University of California, Davis, 2002

- ISA Certified Arborist #WE 6727A
- ESA Section 10(a)(1)(A) Permittee for Vernal Pool Shrimp, Permit # TE-810380-4
- California Department of Fish and Wildlife (CDFW) Scientific Collecting Permit SC-10824
- California Endangered Species Act, Native Plant Protection Act, Plant Voucher Collecting Permit No. 2081(a)-15-114-V

### **Registrations and Permits**

- Licensed Landscape Architect CA # 5122; NV #803

## Kelly Bayne, ISA

### Senior Regulatory Biologist/Arborist

Kelly Bayne is experienced in planning and conducting biological surveys, supervising field crews, documenting results, and negotiating resolutions with regulatory agencies. Ms. Bayne works closely with federal and state agencies, including the U.S. Fish and Wildlife Service (USFWS), U.S. Army Corps of Engineers (USACE), and California Department of Fish and Wildlife (CDFW). Ms. Bayne has over nine years of experience preparing state and federal permit applications, biological assessments, jurisdictional delineations, botanical and biological reports, constraints analyses, and biological sections of California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) documents, including Initial Studies (IS), Initial Studies/Mitigated Negative Declarations (IS/MNDs), Environmental Impact Reports (EIR), Environmental Assessments (EA), and Environmental Impacts Statements (EIS). She has over 13 years of experience in conducting fieldwork throughout California, including special status plant and wildlife surveys, such as USFWS protocol level California tiger salamander (CTS), vernal pool branchiopod, and California red-legged frog (CRLF) (Recovery Permit Number TE-185595) surveys, delineations of waters of the U.S., plant community mapping, habitat assessments, arborist surveys (ISA Certification Number WE-7741A), environmental awareness training, and preconstruction and construction monitoring for special status wildlife and sensitive habitat types.



### Education

- M.S. Forestry Sciences, California Polytechnic State University, San Luis Obispo, California, 2006

### Certifications and Permits

- USFWS Recovery Permit for California Tiger Salamander, California Red-Legged Frog, and Vernal Pool Branchiopods (TE-185595)
- International Society of Arboriculture (ISA) Certified Arborist (WE-7741A)
- CDFW Scientific Collecting Permit (801074-03)
- CDFW, Rare, Threatened, and Endangered Plant Collecting Permit (09053)

## Charlotte Marks, ISA

### Biologist/Arborist

Charlotte Marks is a biologist with over eight years of environmental consulting experience working on a wide array of projects. She has extensive experience in the preparation and technical writing of environmental documents which include writing biological sections for Initial Study/Mitigated Negative Declarations (IS/MND), Tribal Environmental Impact Reports (TEIR), Environmental Impact Reports (EIR), and Environmental Impact Statements (EIS). As a biologist, Charlotte has experience with a variety of species and conducting biological resource assessments, wetland delineations, special-status species surveys, and arborist surveys. Ms. Marks also has experience in project management and development, and editing and overseeing technical report writing.



### Education

- Bachelor of Science, Wildlife Fish and Conservation Biology, University of California, Davis, 2003

### Certifications and Permits

- International Society of Arboriculture (ISA), Certified Arborist (#WE-10519A)
- California Department of Fish and Wildlife (CDFW) Rare Plant Collecting Permit (#2081(a)-14-033-V)

## Michael Brewer

### *GIS Specialist*

Michael Brewer is a GIS Specialist with nine years' experience in GIS practices and procedures. He is skilled in developing and editing metadata and using location analysis, as well as the use of high resolution imagery. He has expertise in the use of researching spatial data and performing spatial data editing with the use of survey data. He can perform various address matching and geocoding tasks, run definition queries, create maps, and convert geospatial files. In addition, he has conducted several spatial analyses for state and local agencies. Mr. Brewer aided in the research, population, and development of the California and National Levee Databases and has conducted urban levee geotechnical evaluations and a floodplain mapping for the California Department of Water Resources and FEMA.



### **Education**

- Bachelor of Arts, Geographic Information Systems, Planning, and Physical Geography, California State University, Sacramento, 2006

## Ric Windmiller Consulting Archaeologist

### **Ric Windmiller, RPA**

#### *Archaeologist*

Ric Windmiller has more than 30 years' experience directing cultural resource studies across northern California to meet CEQA, NEPA and National Historic Preservation Act, Section 106 requirements. Since opening his consultancy in 1987, Windmiller has served both public and private sector clients with archaeological, paleontological and historic studies for single projects as well as for precise plans, specific plans and general plans. Windmiller also writes cultural resource sections for EIRs and EISs. Ric has conducted studies for residential and commercial developments; highways; sewer and water pipelines; and canal and bridge projects. Ric Windmiller is a former staff archaeologist with the University of Arizona, University of Colorado and National Park Service, Interagency Services. He meets the Secretary of the Interior's Professional Qualifications Standards in prehistoric and historical archaeology.

### **Education**

- B.A. Anthropology, California State University, Sacramento, 1968
- M.A. Anthropology, University of Manitoba, Canada, 1974
- Post-grad, Anthropology, University of Arizona, Tucson, 1971-1973

- Ph.D. program, Anthropology (all but dissertation), University of Colorado, Boulder, 1975

### **Registrations**

- Registered Professional Archaeologist

## 4 FIRM RESOURCES

Environmental planning and regulatory compliance are specialties at Foothill Associates. Through twenty years of environmental consulting, Foothill Associates has experience in managing a wide range of complex and controversial regulatory compliance and environmental planning issues. We maintain excellent relationships both with our public and private clients, as well as with resource agencies. We actively collaborate with regulatory agency staff while assisting clients on a daily basis through representing clients in environmental document preparation, interagency coordination, and regulatory compliance issues surrounding a diverse range of projects.

Foothill Associates provides development of CEQA and NEPA environmental documents often in coordination with other regulatory permitting and mitigation planning and design. Our approach to environmental documentation is to work closely with project planners, designers, engineers, and the regulatory agencies during project development to help identify strategies to limit impacts and incorporate self-mitigating elements. This typically results in shorter project timelines, lower mitigation costs, and fewer public concerns during the review period. We work closely with the client to identify the appropriate type of environmental document for each project taking into consideration the various impacts, public sensitivity, budget, and funding sources. Our goal for every environmental document is to provide a complete and technically defensible document that will meet all legal requirements, while also being concise and economical for the client.

Foothill Associates offers in-depth knowledge and experience with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Clean Water Act (CWA), Federal and State Endangered Species Act(s) (FESA/CESA), California Department of Fish and Game (CDFG) Code, and US Fish and Wildlife Service (USFWS), and other federal and state environmental regulations and statutory requirements. Environmental documentation prepared in support of CEQA and NEPA includes categorical exemptions, initial studies and negative/mitigated negative declarations, environmental impact reports, mitigation monitoring and reporting programs, findings/statements of overriding considerations, joint EIR/EIS documentation, categorical exclusions, environmental assessments, finding of no significant impacts, Records of Decision, and Records of Environmental Consideration.

Foothill Associates' regulatory staff are experts in provisions of Section 404 and 401 of the U.S. Environmental Protection Agency's Clean Water Act. We routinely coordinate with the U.S. Army Corps of Engineers (Corps) to obtain Individual Permits, Letter of Permission Authorizations, and Nationwide Permit Authorizations under Section 404 for the placement of fill within waters of the U.S and with the California Regional Water Quality Control Board to obtain Section 401 Certifications; and are accustomed to facilitating Section 7, Section 106, and NOAA Fisheries Consultations. Foothill Associates has extensive experience in mapping wetlands and other waters of the U.S. and routinely facilitate verification with the Corps. We also prepare Lake and Streambed Alteration Notifications pursuant to CDFG Code for activities that may modify a river, stream, or lake and affect fish and wildlife resources.

Our regulatory specialists and biologists also work together to prepare documentation and surveys addressing State and Federal threatened and endangered species. Foothill Associates conducts resource assessment surveys and biological analyses to identify the likelihood of special-status species or habitats, to make recommendations for further studies, and to help identify permits that may be required. We have considerable experience conducting field surveys for threatened or endangered animal or plant species in a variety of habitats and environments. Additionally, we conduct environmental impact analyses for projects that may affect threatened or endangered species; we coordinate and consult with wildlife agencies regarding compliance with federal and State endangered species legislation, and develop mitigation and monitoring plans for projects resulting in adverse effects to threatened or endangered species.

We are experienced in analyzing project alternatives, identifying mitigation measures, and establishing mitigation monitoring programs. Foothill Associates has expertise preparing mitigation plans as required by CEQA, U.S. Army



Corps of Engineers permits, U.S. Fish and Wildlife Service Biological Opinions, CDFW Incidental Take Permits (ITP), CDFW Streambed Alteration Agreements, and other government agency codes.

Our staff is adept at public participation in support of the environmental review process. Our experienced public facilitation staff routinely assists public agencies with informing and involving members of the public, elected officials, other agencies, and community organizations and stakeholders, in the decision-making process for policy decisions, as well as the proposed implementation of individual projects. Our successful public outreach and involvement programs integrate practical resource management and land planning expertise with proven public relations experience.

#### 4.1 Public Work Design /Planning Projects

Foothill Associates most recent and similar public work projects where we provided biological resource assessment, permitting, and environmental consulting services, include:

##### Dry Creek Trunk Sewer Bank Stabilization, Placer County, Roseville, CA

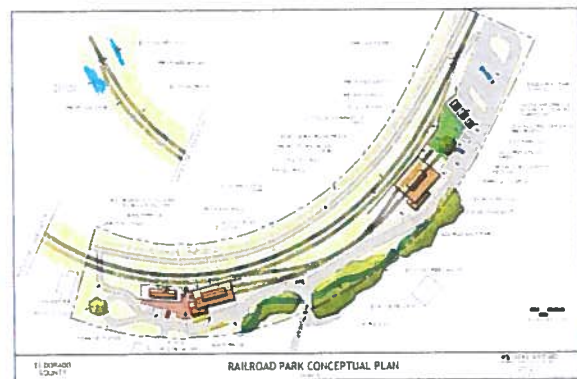
This engineering project addressed creek bank erosion along Dry Creek that was threatening to expose sewer infrastructure at two locations. To prevent potential pipe failure and wastewater discharge and prevent further erosion, vegetated rock slope protection was placed along a portion of the bank. Foothill Associates conducted a wetland delineation and resource assessment fieldwork and reporting in support of a CEQA Initial Study/Mitigated Negative Declaration, Clean Water Act Section 404 Nationwide Permit, including Section 106 and EFH consultations, Clean Water Act Section 401 Water Quality Certification, and a Streambed Alteration Agreement.



Foothill Associates also conducted biological monitoring during construction. The project, managed by West Yost, was recently awarded the 2015 American Society of Civil Engineers (ASCE), Sacramento Section, Small Project of the Year.

##### Railroad Park, El Dorado County, CA

Foothill Associates prepared a conceptual plan and CEQA IS/MND for improvements to a 6-acre park in El Dorado, CA. Improvements include construction of a depot, display yard, display building, engine house shop, children's play area, parking, picnic area, and a two-stall prefabricated public restroom. A paved and unpaved multi-use trail would be developed for pedestrian, bicycle, and equestrian users and would connect to the existing and proposed future trails within the Sacramento-Placerville Transportation Corridor. Foothill biologists prepared a wetland delineation and a biological resources assessment and report in support of CEQA impact analyses and proposed mitigation measures. The County of El Dorado is scheduled to consider the Conceptual Plan and IS/MND May 10, 2016.



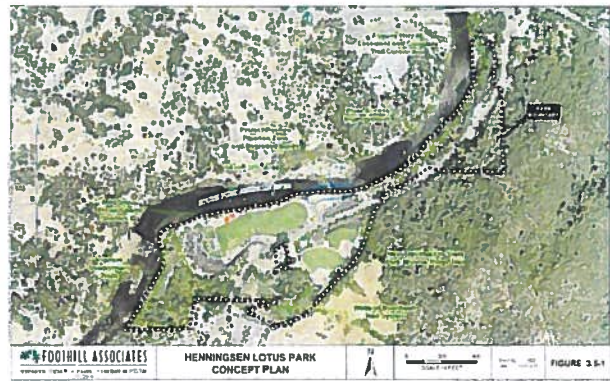
### Antelope Creek Bank Stabilization, Placer County, Rocklin, CA

Foothill Associates managed permit applications, regulatory compliance documentation, and agency consultations to improve aquatic and riparian habitat along Antelope Creek through construction of a vegetated block wall and bank stabilization through rock slope protection and willow cuttings. Foothill prepared Section 401 Water Quality Certification Application, Section 404 Nationwide Pre-Construction Notification, and a CDFW Streambed Alteration Notification. Foothill Associates biologists developed a mitigation and revegetation plan and conducted post restoration success monitoring.



### Henningsen-Lotus Park, El Dorado County, Lotus, CA

Henningsen-Lotus Park is a 51-acre park with little league fields, soccer fields, trails, play areas, picnic areas, Pavilion, and access to the American River. The park offers put-in and take-out access to the American River along with a beach area for swimming. The park is also popular location for weddings, social events, fundraisers, and classes. Foothill Associates prepared a conceptual plan for park improvements based on opportunities and constraints assessment and public outreach campaign. Special project considerations include environmental constraints related to riparian habitat, flooding, wetlands, and native oaks; opportunities for acquisition of land for park expansion; conflicting community views regarding potential park improvements; and the construction, operations, and maintenance costs versus revenue potential revenue. Foothill prepared an IS/MND pursuant to CEQA, as well as a Biological Resources Assessment, and delineation of aquatic resources in support of CEQA analyses.



## 5 FINANCIAL/INSURANCE

### 5.1 Insurance Coverage

Foothill Associates maintains the following insurance coverage:

| Type                         | Amount                       |
|------------------------------|------------------------------|
| Errors and Omissions         | \$2,000,000                  |
| General Commercial Liability | \$2,000,000                  |
| Motor Vehicle Liability      | \$1,000,000                  |
| Workers Compensation         | Per State of CA Requirements |

### 5.2 Fees for Professional Services

Foothill Associates' fees for professional services are calculated by preparing a detailed budget of hours and direct costs required to complete the work. The budget uses bill rates that are comprised of annual salaries plus all the overhead costs that are required to support the employee (payroll taxes, benefits, facilities, etc.)

After a contract is signed and work commences, Foothill Associates bills labor and materials that are directly related to the project, up to the contract amount. However, if additional studies are required or unforeseen circumstances arise during the course of work, then Foothill Associates' Project Manager will communicate those needs with the ARD Project Manager to determine if an amendment is needed.

As a small business, we are able to offer services to clients with much lower overhead costs than many larger firms. Additionally, every one of our technical staff from our junior staff to our senior principals spends the majority of his or her time actively engaged in project work. As may happen with larger companies, we do not pass the burden of highly paid senior overhead staff onto clients through our billing rates. As such, ARD is offered great value when contracting with Foothill Associates.

### 5.3 Fee Estimate

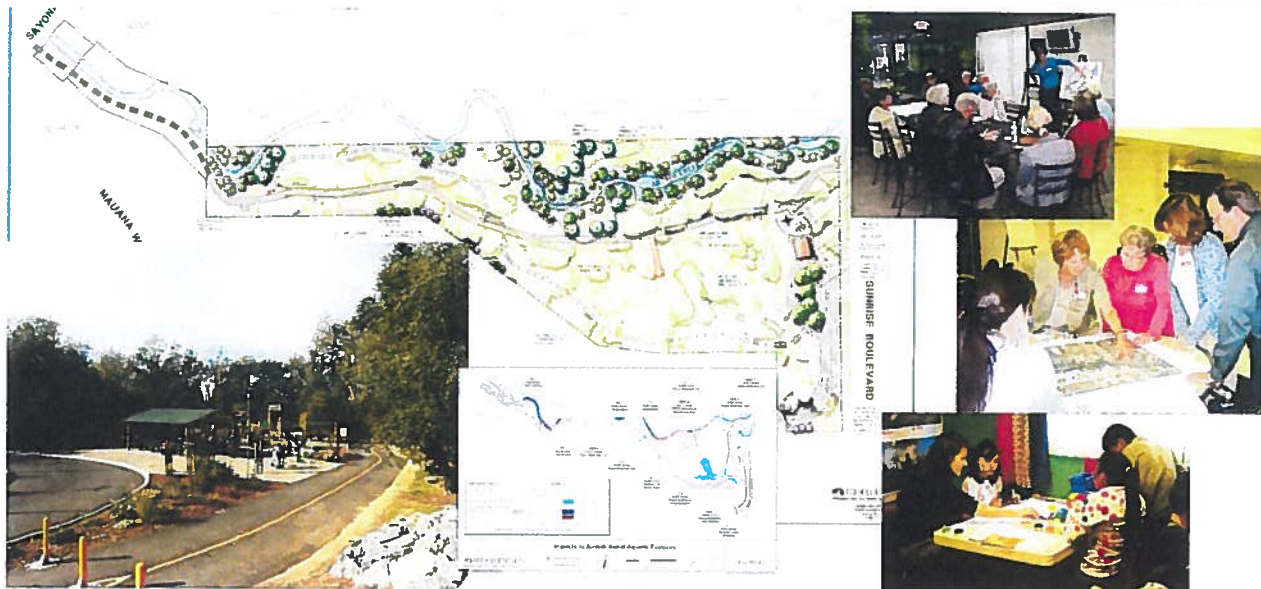
| Task  | Description | Project Team |            |             |          |                    |          |           | Total Hours | Total Cost |
|---|-------------|--------------|------------|-------------|----------|--------------------|----------|-----------|-------------|------------|
|   |             | K. Kirsh     | K. Shields | M. Branstad | K. Bayne | C. Guider-Heitmann | C. Marks | M. Brewer |             |            |
| <b>Hourly Bill Rate</b>   |             | \$190        | \$120      | \$130       | \$120    | \$90               | \$90     | \$85      |             |            |
| Task 1 - Kick-Off Meeting and Site Visits                         |             |              | 7          |             | 7        |                    |          |           | 14          | \$1,680    |
| Task 2 - Biological Resources Assessment                          |             | 2            |            | 2           | 40       | 2                  | 16       | 8         | 70          | \$7,740    |
| Task 3 - CDFW Long-term Streambed Alteration Agreement            |             | 4            | 28.5       |             |          | 24                 |          |           | 64.5        | \$7,020    |
| Task 4 - U.S. Army Corps of Engineers Notification - Atwood Ranch |             |              | 16         |             |          | 10.5               |          |           | 26.5        | \$2,865    |
| Task 5 - CEQA IS/MND  |             |              | 118.5      |             |          | 50.5               |          | 10        | 179         | \$19,615   |
| Task 6 - AB 52 UAIC Notification                                  |             |              | 14         |             |          | 1.5                |          |           | 15.5        | \$1,815    |
| <b>Hours Subtotal</b>   |             | 6            | 184        | 2           | 47       | 88.5               | 16       | 26        | 369.5       |            |
| <b>Labor Subtotal</b>   |             | \$1,140      | \$22,080   | \$260       | \$5,640  | \$7,965            | \$1,440  | \$2,210   |             | \$40,735   |
| <b>Expenses</b>   |             |              |            |             |          |                    |          |           |             |            |
| Subconsultant: Ric Windmiller                                     |             |              |            |             |          |                    |          |           |             | \$673      |
| Mileage   |             |              |            |             |          |                    |          |           |             | \$203      |
| Printing, Plotting, and Postage                                   |             |              |            |             |          |                    |          |           |             | \$4,278    |
| <b>Subtotal Expenses</b>  |             |              |            |             |          |                    |          |           |             | \$5,154    |
| <b>Grand Total</b>  |             |              |            |             |          |                    |          |           |             | \$45,889   |

### Optional Tasks Fee Estimate

| Optional Tasks                                       |   |              |            |             |          |                    |          |           |             |            |
|--|---|--------------|------------|-------------|----------|--------------------|----------|-----------|-------------|------------|
| Task   | Description                                 | Project Team |            |             |          |                    |          |           | Total Hours | Total Cost |
|  |   | K. Kirsh     | K. Shields | M. Branstad | K. Bayne | C. Guider-Heitmann | C. Marks | M. Brewer |             |            |
| <b>Hourly Bill Rate</b>                              |   | \$190        | \$120      | \$130       | \$120    | \$90               | \$90     | \$85      |             |            |
| <b>Task 7 - Optional Resource Assessment Surveys</b> |   |              |            |             |          |                    |          |           |             |            |
| 7.1  | Pre-construction Nesting Avian Survey       |              |            |             | 20       | 2.5                | 60       | 5         | 88          | \$8,450    |
| 7.2  | Pre-construction Western Pond Turtle Survey |              |            |             | 10       | 2.5                | 30       | 5         | 48          | \$4,550    |
| 7.3  | Arborist Survey                             |              |            | 5           | 5        |                    | 6        | 3         | 19          | \$2,045    |
| <b>Hours Subtotal</b>                                |   | 0            | 0          | 5           | 35       | 5                  | 96       | 13        | 154         |            |
| <b>Labor Subtotal</b>                                |   | \$0          | \$0        | \$650       | \$4,200  | \$450              | \$8,640  | \$1,105   |             | \$15,045   |
| <b>Expenses</b>                                      |   |              |            |             |          |                    |          |           |             |            |
| Mileage  |   |              |            |             |          |                    |          |           |             | \$1,013    |
| GPS  |   |              |            |             |          |                    |          |           |             | \$220      |
| Printing, Plotting, and Postage                      |   |              |            |             |          |                    |          |           |             | \$54       |
| <b>Subtotal Expenses</b>                             |   |              |            |             |          |                    |          |           |             | \$1,287    |
| <b>Grand Total</b>                                   |   |              |            |             |          |                    |          |           |             | \$16,332   |

## 6 EXAMPLES OF RELEVANT PROJECTS

### Arcade Creek Park Preserve



Foothill Associates managed master planning (2008), construction documents (2013), and regulatory authorizations and compliance (2014) for the development of Arcade Creek Park Preserve in Citrus Heights, California. The park encompasses ten acres, with Arcade Creek flowing through the site. The master plan envisioned a multi-functional neighborhood park that combines habitat enhancement, flood control, stormwater treatment, environmental education, and recreation. Recreation improvements include a trail system, children's adventure play pockets, workout stations, picnic area, and interpretive signs.

Foothill Associates managed and prepared regulatory permit submittals to the U.S. Army Corps of Engineers (Nationwide Permit Authorization), the Central Valley Regional Water Quality Control Board (401 Water Quality Certification), the California Department of Fish and Wildlife (SAA), and FEMA (CLOMR). Biologists prepared a biological resources assessment and wetland delineation for the site, and conducted pre-construction surveys for nesting birds. Arborists conducted an arborist survey of the nearly 600 trees.

Arcade Creek is a deeply incised urban creek with few channel terraces and little channel vegetation. The goal of restoration along Arcade Creek was to improve aquatic function and values and increase storm water detention capacity/flood protection.

The project was awarded a Merit Award for Development under the California Trails and Greenways Conference Awards Program in 2015.

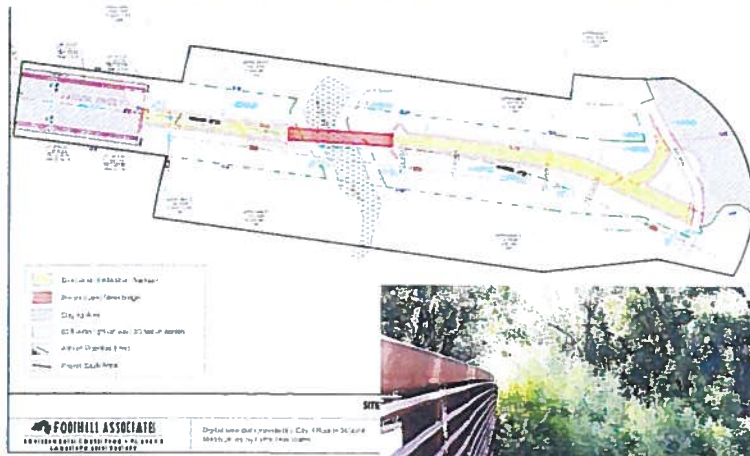
#### SUNRISE PARK AND RECREATION DISTRICT CITRUS HEIGHTS, CA

##### Highlights

- Regulatory Authorizations and CEQA
- Wetland and biological assessments
- Arborist survey
- Concept Plans
- Construction documents
- Cost estimates
- Public meeting facilitation
- Low Impact Design principles
- Interpretive signs/ Informational kiosk
- Habitat enhancement and restoration
- Photometric plan
- Prop 84 and other grant support



## Farron Street Bridge Pedestrian and Bike Crossing



During Construction



Year 5 Monitoring

Foothill Associates prepared an IS/MND for the proposed Farron Street Pedestrian and Bike Crossing Project relevant to the construction of an 83.5-foot long by 9-foot wide pre-manufactured single-span steel-truss pedestrian/bike bridge across Antelope Creek. In support of the IS/MND, Foothill biologists prepared a biological resources assessment summarizing the general biological resources on the site and assessing the suitability of the site to support special-status species and habitat (western pond turtle, raptors, sensitive habitat, protected trees). We conducted a wetland delineation; facilitated a Streambed Alteration Agreement from the State Department of Fish and Wildlife; and prepared a Mitigation Monitoring and Reporting Plan as part of the IS/MND. Foothill's ISA certified arborists conducted an arborist survey to record the size, health, and structure of 153 trees onsite. Trees were surveyed following the City of Rocklin Tree Ordinance. Foothill Associates also prepared a Riparian Oak Woodland Mitigation Plan pursuant to the terms of the CDFW 1600 Agreement, and managed restoration planning, implementation, and 5 years of post-construction monitoring.

City of Rocklin

### Highlights

- CEQA IS/MND
- Permitting
- Biological resources assessment
- Wetland delineation
- Arborist survey
- Riparian Oak Woodland Mitigation Plan
- Restoration monitoring

## Silva Valley Parkway/US Highway 50 Interchange



The County of El Dorado is constructing a new Silva Valley Parkway/U.S. 50 interchange to accommodate planned growth as anticipated by the County's General Plan and to accommodate commercial and residential development within the immediate surrounding areas. Foothill Associates conducted resource assessment fieldwork and reporting, including a Wetland Delineation, Biological Resource Assessment, and Oak Woodland Assessment, and managed and prepared Federal Clean Water Act Section 404 Permit submittals, Federal Endangered Species Act Section 7 Consultation, Section 106 Consultation, Section 401 Water Quality Certification, and CDFW Streambed Alteration Agreement. In support of County prepared CEQA documentation, as well as permitting applications and regulatory consultations, Foothill Associates prepared Section 7 Biological Assessment documents and analyses, and conducted focused surveys for special status plant and animal species and California red-legged frog habitat assessment. Wetland scientists delineated over 11 acres of jurisdictional features on the 200-acre site, and subsequently verified the Delineation with the U.S. Army Corps of Engineers.

El Dorado County  
Department of Transportation

### Highlights

- Multifaceted permitting project
- CDFW 1600 Streambed Alteration Agreement
- Jurisdictional Delineation
- Biological Resource Assessment
- Corps Preliminary Jurisdictional Determination
- Federal Clean Water Act Section 404 Letter of Permission
- USFWS Section 7 Consultation
- Section 106 Consultation
- 401 Water Quality Certification

## 7 CLIENT REFERENCES

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We welcome you to contact our references to attest to the quality of our work and to confirm our delivery of projects in a timely and cost efficient manner.

### **Foothill Associates**

**David Mohlenbrok**, Environmental Services Manager, City of Rocklin, Planning Department, (916) 625-5160

**Projects:** Farron Street Bridge Pedestrian and Bike Crossing, Antelope Creek Bank Stabilization Permitting, University Avenue Extension Permitting

**Mark Morse**, Environmental Coordinator, City of Roseville, (916) 774-5334

**Projects:** Dry Creek Trunk Sewer Bank Stabilization, Hughes Park Trail Extension

**Vickie Sanders**, Parks Manager, County of El Dorado, (530) 621-7538

**Projects:** Henningsen-Lotus Park Conceptual Master Plan, Railroad Park, Sacramento-Placerville Transportation Corridor Natural Trail Implementation Plan, El Dorado County Parks and Trails Master Plan

**Dave Mitchell**, District Administrator, or Virg Anderson, Parks Analyst, Sunrise Recreation and Park District, (916) 725-2541,

**Projects:** Arcade Creek Park Preserve, Tempo Park Improvements, Shadowcreek Park Improvements, Recreation and Park Master Plan, Roseview Neighborhood Park



## 8 SCOPE OF WORK AND DELIVERABLES

### 8.1 Project Understanding

The Auburn Area Recreation and Park District (ARD) desires to conduct vegetation management within riparian areas for several recreation areas under ARD jurisdiction to address public health and safety concerns. Proposed management activities may include: tree, shrub, and understory vegetation trimming; herbicide application; and understory vegetation removal. No extensive ground disturbance, excavation, or instream work is proposed. Target areas for vegetation management include:

- Regional Park;
- Meadow Vista Park (PG&E Spillway Area);
- Placer Hills Park (small “ditch”);
- Atwood Ranch Open Space Preserve; and
- Ashford Park (Auburn Ravine);

ARD is requesting environmental consulting services to facilitate CEQA review and regulatory authorizations for the long-term implementation of the management activities described above.

### 8.2 Approach

Foothill Associates has engaged California Department of Fish and Wildlife staff in preliminary discussions pertaining to achieving ARD objectives and complying with the California Environmental Quality Act (CEQA), as well as complying with regulatory requirements for proposed activities under CDFW jurisdiction.

Based on our discussions with CDFW staff, we are proposing to facilitate ARD entering into a Long-term (i.e. over five-year period) Streambed Alteration Agreement (**Task 3**), with CEQA compliance demonstrated through the preparation and circulation of an Initial Study/Mitigated Negative Declaration (IS/MND) (**Task 5**).

Proposed fieldwork and reporting supporting the preparation of CEQA documentation and the Streambed Alteration Agreement Notification are proposed by **Task 2**, which includes onsite field assessment and drafting of a biological resource assessment report for all sites on which vegetation management activities are proposed.

In addition, pursuant to AB 52, we are proposing that AB 52 Notification and Consultation tasks be implemented simultaneously with preliminary fieldwork, and preceding preparation of the IS/MND.

California Environmental Quality Act (CEQA), Section 21084.2 states the following:

*“A project with an effect that may cause a substantial adverse change in the significance of a tribal cultural resource is a project that may have a significant effect on the environment.”*

CEQA Section 21080.3.1 further states:

*“(a) The Legislature finds and declares that California Native American tribes traditionally and culturally affiliated with a geographic area may have expertise concerning their tribal cultural resources.*

*“(b) Prior to the release of a negative declaration, mitigated negative declaration, or environmental impact report for a project, the lead agency shall begin consultation with a California Native American tribe that is traditionally and culturally affiliated with the geographic area of the proposed project if: (1) the California Native American tribe requested to the lead agency, in writing, to be informed by the lead agency through formal notification of proposed projects in the geographic area that is traditionally and culturally affiliated*

*with the tribe, and (2) the California Native American tribe responds, in writing, within 30 days of receipt of the formal notification, and requests the consultation. When responding to the lead agency, the California Native American tribe shall designate a lead contact person. If the California Native American tribe does not designate a lead contact person, or designates multiple lead contact people, the lead agency shall defer to the individual listed on the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 905 of the Statutes of 2004. For purposes of this section and Section 21080.3.2, "consultation" shall have the same meaning as provided in Section 65352.4 of the Government Code.*

*(c) To expedite the requirements of this section, the Native American Heritage Commission shall assist the lead agency in identifying the California Native American tribes that are traditionally and culturally affiliated with the project area.*

*(d) Within 14 days of determining that an application for a project is complete or a decision by a public agency to undertake a project, the lead agency shall provide formal notification to the designated contact of, or a tribal representative of, traditionally and culturally affiliated California Native American tribes that have requested notice, which shall be accomplished by means of at least one written notification that includes a brief description of the proposed project and its location, the lead agency contact information, and a notification that the California Native American tribe has 30 days to request consultation pursuant to this section.*

*(e) The lead agency shall begin the consultation process within 30 days of receiving a California Native American tribe's request for consultation."*

Services proposed in support of ARD compliance with AB 52 are summarized within **Task 6**, and include time for coordination with subconsulting registered professional archaeologist Ric Windmiller.

In addition to demonstrated CEQA compliance and entering into an agreement with CDFW, coordination with the U.S. Army Corps of Engineers (Corps) would be required for proposed vegetation management within the Atwood Ranch Open Space Preserve. **Task 4** outlines our proposed approach for Corps coordination relevant to ARD objectives within the Atwood Ranch Open Space Preserve.

### **Task 1: Kick-off Meeting and Site Visits**

Foothill Associates' lead environmental staff will attend a preliminary kick-off meeting and site visit to each park with ARD staff in order to verify the scope and the extent of proposed vegetation management activities. Additional topics addressed during the kick-off meeting may include schedule, accounting/invoicing preferences, and communication protocols.

### **Task 2: Biological Resources Assessment**

Foothill Associates' biologists will prepare a Master Biological Resources Assessment (BRA) that encompasses Auburn Area Recreation and Park District's Regional Park, Meadow Vista Park, Ashford Park, Placer Hills Park, and Atwood Ranch Open Space Preserve (Parks), located within Placer County, California. Prior to fieldwork, Foothill Associates will review available materials regarding existing site conditions, biological resources, and wetlands at the Parks (e.g. USGS topographic maps; NRCS soils maps; and CNDDDB, USFWS, and CNPS special-status species lists). Foothill Associates will conduct biological surveys of each park to identify habitat types, identify sensitive vegetation communities, inventory plant species, and evaluate the potential for the Parks to support special-status plant and wildlife species.

Upon completion of the biological surveys, a Master BRA will be prepared that identifies the existing environmental setting and biological resources including wetlands and waterways, habitat types, and plants and wildlife observed within the Parks, the likelihood for special-status plants and wildlife to occur within the Parks, recommendations for further studies or permitting that may be required, potential impacts, and recommended measures to avoid or minimize those impacts. The BRA will include the following figures: a Site and Vicinity Map, Soils maps, and a Biological Communities map. A draft report will be submitted electronically to the Client for review in PDF format.

Once Client comments are addressed, two (2) hard copies and one electronic (PDF) copy of the final report will be provided to the Client.

#### Deliverables

- Two printed copies of the final Master Biological Resources Assessment will be submitted to the Client.

### Task 3: CDFW Long-term Streambed Alteration Agreement

Foothill Associates will prepare a Streambed Alteration Notification covering the ARD facilities enumerated within the Project Approach for submittal to CDFW defining proposed vegetation management activities over a long-term duration (exceeding five years).

Foothill Associates will provide agency liaison services during the notification review process, up to budgeted amount.

A copy of the final adopted CEQA document, as well as a copy of the Notice of Determination and Department of Fish and Wildlife filing fee receipt, are required for a "complete" application.

Agency processing fee is based on the construction costs of work to be completed within the stream- and/or riparian zone and is not included in this scope of work and is the responsibility of the Client.

The current fee schedule (as of February 29, 2016) is outlined below:

- \$245.00 if the project costs less than \$5,000;
- \$307.25 if the project costs from \$5,000 to less than \$10,000;
- \$613.75 if the project costs from \$10,000 to less than \$25,000;
- \$921.00 if the project costs from \$25,000 to less than \$100,0000;
- \$1,351.50 if the project costs from \$100,0000 to less than \$200,000;
- \$1,833.25 if the project costs from \$200,00 to less than \$350,000;
- \$2,763.25 if the project costs from \$350,000 to less than \$500,000; and
- \$4,912.25 if the project costs \$500,000 or more.

For the purpose of calculating application fees, "project cost" means the cost to complete each project for which Notification is required.

This scope of work includes time for one (1) onsite field meeting with Senior Foothill Staff and CDFW.

Anticipated future technical studies required as conditions of the Streambed Alteration Agreement may include: Pre-Construction Surveys for nesting birds and western pond turtles and an Arborist Survey for any proposed tree removal. A scope of work for each of these tasks is included within **Task 7** of this proposal.

#### Deliverables

- One (1) copy of the Notification will be submitted to the North Central Region (Region 2) of the California Department of Fish and Wildlife; and
- A single copy of the Notification will be provided to ARD.

### Task 4: U.S. Army Corps of Engineers (Corps) Notification - Atwood Ranch Open Space Preserve

The Atwood Ranch Open Space Preserve Operations and Management Plan (Plan) established as a requirement of the July 8, 2003 NWP 39 Authorization (Regulatory ID 199900376) prohibits native vegetation removal under Section 7.2. Provisions for Adaptive Management are provided within Section 5.1 of the Plan, although management activities not specifically addressed by the Plan require Corps review and approval. Therefore, Corps Notification and approval would be required for vegetation management activities proposed by ARD within the Atwood Ranch Open Space Preserve.

On behalf of the Preserve Manager (ARD), Foothill Associates will provide Corps Notification as specified by Section 4.3 of the Plan. The Notification will include a written description of proposed vegetation management activities, including timing, methods and mapping. The Corps is provided up to 60 days to respond with any request for additional information or other comments on proposed activities. Written approval from the Corps must be obtained prior to commencement of native vegetation management activities.

This scope of work assumes habitat for federally- listed species (i.e. elderberry shrubs) will be avoided.

#### **Deliverables**

- One (1) copy of the Notification will be submitted to the Corps and one (1) copy to ARD; and
- Agency correspondence as applicable.

## **Task 5: California Environmental Quality Act - Initial Study/Mitigated Negative Declaration**

### **5.1: Administrative Draft IS/MND**

Foothill Associates will prepare an Initial Study/Mitigated Negative Declaration (IS/MND) pursuant to 40 CFR 1501.3 and CEQA Guidelines, Section 15063 respectively. This scope of work assumes that the Auburn Area Recreation and Park District (ARD) will serve as the Lead Agency pursuant to CEQA, Section 21067.

An Initial Study Checklist based on Appendix G of the current CEQA Guidelines will be used to document potential environmental impacts resulting from vegetation management within riparian areas for several recreation areas under ARD jurisdiction. The Initial Study will contain all mandatory required elements including the following:

1. **Project Description.** The project description will describe the baseline information for the project site, as well as the major elements of the project including the project location and project purpose and will include a discussion of the proposed work to be conducted within the riparian areas. Foothill Associates shall provide the Client with a Draft Project Description for review and approval prior to commencing impact analyses.
2. **Figures** identifying the local and regional location of the project site, as well as updated mapping/classifications and other project characteristics as relevant to CEQA analyses.
3. **Disclosure of potential environmental impacts** resulting from implementation of the proposed project. Foothill Associates will use the Initial Study Checklist (CEQA Guidelines – Appendix G) to prepare the IS/MND. The checklist will contain a narrative of each issue in support of each conclusion and will include discussions (as required by current CEQA statute) relevant to aesthetics, agricultural and forest resources, air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, hydrology and water quality, land use, mineral resources, noise, population and housing, public services, recreation, transportation, utilities, and mandatory findings of significance.

Based on preliminary review of the proposed project, anticipated areas of primary focus for environmental analyses may include:

- Biological Resources; and
- Water Quality.

Impacts relevant to biological resources will be based on the technical information provided from the Master BRA, proposed by Task 1. No other technical studies are proposed.

Unless otherwise noted above, all analyses will rely upon existing readily-available sources of information, including adopted environmental and planning documents and ordinances, existing studies relevant to the site and proposed improvements, U.S. Geological Survey (USGS) topographic quadrangles, National Resource Conservation Service (NRCS) soils maps, and other documents as relevant to impact analyses prepared and evaluated pursuant to CEQA.

Foothill Associates will prepare a Notice of Completion (NOC) for transmittal to the State Clearinghouse (SCH) of the Governor's Office of Planning and Research pursuant to CEQA, Section 21161, and a Notice of Intent to Adopt a

Mitigated Negative Declaration (NOI) per CEQA Guidelines Section 15072. As currently recommended by the Office of Planning and Research State Clearinghouse Guidelines for submittal of IS/MNDs, Foothill Associates will prepare a Summary Form to accompany fifteen (15) complete digital copies of the IS/MND submitted to the State Clearinghouse.

Foothill Associates shall provide ARD (Client) with a single (1) digital copy of the Administrative Draft IS/MND, NOC and NOI, as well as the Summary Form for review and comment. Within fourteen (14) days of receipt of the Administrative Draft IS/MND, NOC, and Summary Form, the Client shall submit a single (1) consolidated set of written comments to Foothill Associates for incorporation into the documents.

#### **Deliverables**

- One (1) digital copy of Draft Project Description to the Client;
- One (1) digital copy of the Administrative Draft IS/MND.

#### **5.2: *Screencheck Draft Initial Study/Mitigated Negative Declaration, Notice of Intent, Notice of Completion and SCH Summary Form***

Upon the receipt of a single set of written comments from the Client, Foothill Associates will revise the Administrative Draft IS/MND as necessary to address all Client comments and will provide one (1) digital copy of a Screencheck IS/MND to the Client for final review and approval of the IS/MND before the document(s) is produced for public review.

#### **Deliverables**

- One (1) digital copy of a Screencheck IS/MND

#### **5.3: *Public Review Draft Initial Study/Mitigated Negative Declaration, Notice of Intent, Notice of Completion, and Final SCH Summary Form***

Following Client approval of the Screencheck document(s), Foothill Associates will finalize the NOC and the Public Review IS/MND for submittal to the State Clearinghouse with the Summary Form [Fifteen (15) digital copies of the IS/MND and fifteen (15) printed copies of the Summary Form], and up to twenty-five (25) bound copies to the Client. Foothill Associates will also provide the Client with one (1) digital version of the Public Review Draft IS/MND, NOI, NOC and Summary Form on disk.

It is assumed that the Client will coordinate the publication of the applicable Notice(s) and posting(s) with the County Clerk prior to circulation of the Public Review IS/MND.

#### **Deliverables**

- One (1) digital copy of twenty-five (25) bound copies of the Public Review Draft (IS/MND), NOC, NOI, and Summary Form to the Client; and
- One (1) hardcopy of the NOC and fifteen (15) copies of the Summary Form (Form F) and fifteen (15) CDs of the complete IS/MND to the State Clearinghouse.

#### **5.4: *Respond to Comments and Prepare Mitigation Monitoring and Reporting Program***

Following the close of the 30-day public comment period, Foothill Associates will consult with the Client and will review all written comments received on the Public Review IS/MND. Together with the Client, Foothill Associates will prepare responses to comments received on the Public Review IS/MND. It is assumed that comments will be minor (not requiring additional analysis or studies) and responses will consist primarily of clarifying information and directing commenters to the appropriate discussion in the IS/MND. All comments and responses will be provided in "Memo" format for the Client to utilize in a staff report. This scope of work assumes that a separate, "stand alone" Final IS/MND document will not be prepared.

Foothill Associates will prepare a Mitigation Monitoring and Reporting Program (MMRP) in accordance with Section 15074(d) of the CEQA Guidelines for incorporation into the IS/MND following completion of the public review period.

Alternately, the MMRP can be prepared and included within the Public Review IS/MND if desired by the Client. Foothill Associates will provide the Client with a digital version of the draft MMRP for review and comment prior to finalizing the MMRP. One (1) printed copy of the final MMRP will be provided to the Client.

#### **Deliverables**

- Response to Comments Memo – One (1) draft digital copy to the Client, followed by one (1) final digital copy;
- Draft MMRP – One (1) digital version to the Client; and
- Final MMRP – One (1) digital copy to the Client.

### **5.5: Prepare Notice of Determination**

Following project approval and adoption of the IS/MND by the Client, Foothill Associates will prepare the Notice of Determination (NOD). It is assumed that the Client will file the NOD with the County Clerk and that the Client will pay associated fees within five (5) working days following approval of the IS/MND.

#### **Deliverables**

- Notice of Determination – One (1) digital copy to the Client.

### **5.6: ARD Board Meeting**

If desired by ARD, the Foothill Associates Project Manager will attend the ARD Board Meeting scheduled for Board approval of the Project and adoption of the IS/MND and MMRP.

## **Task 6: AB 52 Consultation**

Pursuant to CEQA Section 21080.3.1(d), Foothill Associates will assist ARD with preparation of “formal notification” to all designated California Native American tribal contacts for tribes that have requested notice. This scope of work assumes that ARD will provide a contact list of all designated representatives of California Native American tribes that have requested such notice. Based on preliminary conversations, the United Auburn Indian Community is the only tribe who has requested notification pursuant to AB 52.

Foothill Associates will assist ARD with facilitating tribal coordination required pursuant to Assembly Bill 52, including attendance during a tribal field meeting at all proposed management sites (if applicable), up to budgeted amount.

In addition, we have included up to four hours of time for Registered Professional Archaeologist Ric Windmiller, M.A. to provide technical assistance as a subconsultant to Foothill Associates.

#### **Deliverables**

- AB 52 Formal Notification Letter(s).

## **Task 7: Optional Pre-construction Surveys**

### **7.1: Pre-construction Nesting Avian Survey**

Upon request from the Client, Foothill Associates’ biologists will conduct pre-construction nesting bird surveys prior to tree, shrub, and understory vegetation trimming, herbicide application, and understory vegetation removal within the Parks, if any of these maintenance activities are anticipated to occur during the nesting season. The generally accepted nesting season extends from February 15 through August 31. The nesting surveys will be conducted within 250 feet of the maintenance activities. The nesting surveys will be performed within seven (7) days prior to commencement of maintenance activities. Foothill Associates has included two (2) surveys per year for five (5) years. The additional survey is included each year in the event that maintenance activities lapse for more than seven (7) days.

Upon completion of the pre-construction nesting bird surveys, the Client will be notified within 24 hours via email if any nests are present. A letter report documenting the results of the pre-construction nesting survey will be submitted to the Client within seven (7) days following the survey.

#### **Deliverables**

- One printed copy of the Pre-construction Nesting Bird Letter Report will be submitted to the Client each year.

#### **7.2: Pre-construction Western Pond Turtle Survey**

Upon request from the Client, Foothill Associates' biologists will conduct pre-construction western pond turtle surveys prior to maintenance activities within 250 feet of drainages within the Parks. The surveys will be performed within seven (7) days prior to commencement of maintenance activities. Foothill Associates has included two (2) surveys per year for five (5) years. The additional survey is included each year in the event that maintenance activities lapse for more than seven (7) days.

Upon completion of the pre-construction western pond turtle surveys, the Client will be notified within 24 hours via email if any western pond turtles are present. A letter report documenting the results of the pre-construction western pond turtle survey will be submitted to the Client within seven (7) days following the survey.

#### **Deliverables**

- One printed copy of the Pre-construction Western Pond Turtle Letter Report will be submitted to the Client each year.

#### **7.3: Arborist Survey**

Foothill Associates has allocated resources, including 20 labor hours in the attached budget, towards arborist services, if needed. Upon request from the Client, Foothill Associates' ISA Certified Arborists will conduct arborist services should any protected trees be proposed for removal. The Placer County Code, Article 12.16 defines protected trees as any native California species (excluding foothill pine) six (6) inches in diameter at breast height (DBH) for single trunk, or ten (10) inches aggregate DBH for multiple trunks, or any tree in a riparian zone defined as within 50 feet of intermittent stream or 100 feet of perennial stream, regardless of size; or the removal of more than 50 percent of trees on-site of any size. In addition, CDFW asserts jurisdiction over tree removal for riparian trees exceeding four (4) inches DBH.

## APPENDIX A – RESUMES

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# FOOTHILL ASSOCIATES

ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE

## Kyrsten Shields Senior Regulatory Specialist

### Education

Bachelor of Science, Natural Resource Planning; Minor-Soils, Humboldt State University, Arcata, CA, 2003

Associate of Arts, Liberal Studies, Sierra Community College, Rocklin, CA

### Affiliations

Association of Environmental Professionals

### Workshops

SB 18 Intergovernmental Consultation

2016 AEP Advanced CEQA Workshop

### UC Davis Extension Coursework

National Environmental Policy Act (NEPA) Overview and Refresher

Clean Water Act Section 404: Nationwide and Other Specialized Permits

Planning in California: An Overview and Update

Interest-Based Negotiation for Planning and Resource Management

Thresholds of Significance in Environmental Planning

Surface Mining & Reclamation Act

### Experience

Foothill Associates, Senior Regulatory Specialist

EIP Associates, Environmental Professional II

Lake County Community Development Department, Senior Resource Planner

**Kyrsten Shields** has over twelve years of experience managing projects as a Regulatory Specialist, including private sector and public agency experience. Kyrsten has demonstrated expertise managing and preparing CEQA and NEPA documents, and conditional use permits. Kyrsten is also adept at managing and preparing a wide range of environmental permitting documents, including: Section 404 Individual Permits and Letters of Permission, Section 404 Nationwide Permits, Section 401 Water Quality Certifications, CDFG 1600 agreements, and Section 106 and Section 7 supporting documentation for a wide range of projects. She has also prepared Army Corps of Engineers Section 404 (b)(1) Analyses, Operations and Management Plans, Mitigation Plans, Conservation Easement Language and other permitting support documentation. She is accustomed to presenting complex and controversial project-related analyses and information before Planning Commissions and Board of Supervisors, as well as special committees and members of the public.

### Representative Experience

**Lower Laguna Creek Open Space Trail, Elk Grove, CA.** As the Environmental Project Manager, Kyrsten facilitated CEQA/NEPA compliance and regulatory authorizations for the proposed construction of a 1.15-mile Class I multi-use bikeway and educational area within the City of Elk Grove and City of Sacramento, California. Due to funding constraints, environmental review required as series of rigorous document turnaround times work closely with Caltrans District 3 Staff, and staff from the City of Elk Grove and the City of Sacramento. Caltrans required preparation of an ASR/HPSR and NES/BA documents facilitating Section 7 Consultation. The CEQA IS/MND was adopted April 27, 2016 and the NEPA CE was issued by Caltrans April 28, 2016, just meeting the April 30, 2016 funding deadline. Regulatory authorizations will be managed by Kyrsten and are to be initiated during the final design phase.

**Arcade Creek Park Preserve, Citrus Heights, CA.** As Permitting Project Manager, Kyrsten managed permit applications, regulatory compliance documentation, and agency consultations for the development of 10-acre park preserve with multi-functional neighborhood park, habitat enhancement, flood control, stormwater treatment, and multi-use trails. Kyrsten managed tasks associated with obtaining Section 401 Water Quality Certification, Section 404 Nationwide Permit Authorization, CDFW Streambed Alteration Agreement, and Section 7 Consultation.

**Dry Creek Trunk Sewer Bank Stabilization Project, Roseville, CA.** As the Environmental Project Manager, Kyrsten managed preparation of the IS/MND and all tasks related to obtaining regulatory authorizations, including Section 404 Nationwide Permit Authorization, Essential Fish Habitat Consultation, Section 401 Water Quality Certification, CDFW Streambed Alteration Notification, and Section 106 Consultation. Foothill Associates prepared all resource assessment documentation, including the Salmonid Habitat Assessment for review by NOAA National Marine Fisheries Service, and the Revegetation, Mitigation, and Monitoring Plan for approval by CDFW.



**Silva Valley Parkway/US Highway 50 Interchange, El Dorado County, CA.** As Permitting Project Manager, Kyrsten managed permit applications/acquisitions and supporting regulatory compliance documentation and agency consultations relevant to obtaining a Section 404 Letter of Permission, as well as Federal Endangered Species Act Section 7 Consultation, Section 106 Consultation, 401 Water Quality Certification, and the CDFG Streambed Alteration Agreement required for development of a new interchange on US 50 between El Dorado Hills Boulevard and the Bass Lake Road Interchange.

**Claribel Road at Roselle Avenue Intersection, Stanislaus County, CA.** As Environmental Project Manager, Kyrsten is managing preparation of a CEQA Initial Study/ Mitigated Negative Declaration, and Archaeological Survey Report/Historic Property Survey Report, Natural Environment Study, Farmlands Assessment, and Community Impacts documents for Caltrans District 10 facilitating issuance of the NEPA Categorical Exclusion.

**Meadowview Road/ 24th Street Streetscape Improvements, Sacramento, CA.** As the Environmental Project Manager, Kyrsten managed preparation of a Preliminary Environmental Study (PES) for Caltrans District 3 approval, and is currently managing CEQA IS/MND preparation, as well as an Archaeological Survey Report and Historic Properties Survey Report, Historic Resources Evaluation Report and Archival Research for a historic cemetery in accordance with Section 106 of the National Historic Preservation Act for Caltrans District 3 approval. Kyrsten is acting on behalf of the City of Sacramento as liaison to Caltrans District 3 through issuance of the anticipated NEPA Categorical Exclusion.

**St. Francis Avenue over Modesto Irrigation District Main Canal Bridge Replacement, Modesto, CA.** As the NEPA Project Manager, Kyrsten managed and prepared the Preliminary Environmental Study and is current providing environmental review oversight in support of NEPA clearance by Caltrans District 10. Kyrsten facilitated Caltrans review of the project under Section 7 of the Federal Endangered Species Act, as well as Section 106 of the National Historic Preservation Act. Kyrsten coordinated with the Engineering Team to provide Caltrans with technical memos related to traffic and circulation, noise, and utilities mapping and contact matrix. Kyrsten oversaw preparation of an NES/MI and coordinated the preparation of an ASR/HPSR evaluating potential effects under Section 106 of the National Historic Preservation Act.

**Hughes Park Trail Extension, Roseville, CA.** As the Environmental Project Manager, Kyrsten managed preparation of the IS/MND and MMRP document for the construction of a 1,000 feet of multi-use paved trail, a pedestrian and bicycle bridge over Pleasant Grove Creek, and related drainage and flood control improvements William "Bill" Hughes Park. Kyrsten also managed obtaining a Clean

Water Act Section 404 Nationwide Permit Authorization; Federal Endangered Species Act Section 7 Consultation; Section 401 Water Quality Certification; and a California Department of Fish and Wildlife Streambed Alteration Agreement.

**Antelope Creek Bank Stabilization, Rocklin, CA.** Kyrsten managed permit applications, regulatory compliance documentation, and agency consultations to improve aquatic and riparian habitat along Antelope Creek through construction of a vegetated block wall and bank stabilization through rock slope protection and willow cuttings. Kyrsten managed preparation of Section 401 Water Quality Certification Application, Section 404 Nationwide Pre-Construction Notification, and a CDFW Streambed Alteration Notification.

**University Avenue, Rocklin, CA.** As Permitting Project Manager, Kyrsten managed permit applications/acquisitions and supporting regulatory compliance documentation and agency consultations relevant to obtaining authorization pursuant to Section 404 under the Nationwide Permit 14, as well as Federal Endangered Species Act Section 7 Consultation, Section 106 Consultation, 401 Water Quality Certification, and the CDFG Streambed Alteration Agreement required for development of a major transportation infrastructure improvement proposed by the City of Rocklin.

**Antelope Road Safe Routes to School, Citrus Heights, CA.** Kyrsten served as Project Manager for environmental documentation and permit processing in support of the construction of sidewalk and bicycle lanes for the City of Citrus Heights pursuant to a Safe Routes to School grant. Environmental documentation included a CEQA Categorical Exemption and a Streambed Alteration Notification for submittal to the California Department of Fish and Wildlife.

**SPTC-JPA Natural Trail, Sacramento County/Folsom, CA.** Kyrsten managed preparation and adoption of an Initial Study/Mitigated Negative Declaration for the SPTC-JPA Natural Trail, involving the development of an approximately three-mile natural trail segment beginning in the City of Folsom and extending south to the Sacramento/El Dorado County line. Kyrsten is currently managing the preparation and processing of a Clean Water Act Section 404 Nationwide Permit; Federal Endangered Species Act Section 7 Consultation; Section 106 and Tribal Consultations and a Clean Water Act Section 401 Water Quality Certification Application; and California Department of Fish and Wildlife Streambed Alteration Agreement for the Natural Trail.





# FOOTHILL ASSOCIATES

ENVIRONMENTAL CONSULTING • PLANNING • LANDSCAPE ARCHITECTURE

## Kate Kirsh, PLA, ISA, President Senior Landscape Architect

### Education

Master of Landscape Architecture,  
University of Oregon, Eugene, 1996

Bachelor of Landscape Architecture,  
University of Oregon, Eugene, 1995

Bachelor of Arts (Art History),  
University of California at Santa  
Barbara, 1978

### Registrations and Certifications

California Landscape Architect, License  
#4362

Certified Arborist #WC-5137

### Affiliations

American Society of Landscape  
Architects

### Presentations

"Building Multi-jurisdiction Consensus  
for Regional Trails," California Trails  
and Greenways Conference, California  
State Parks, 2008. Presentation by Kate  
Kirsh and Jill Ritzman

### Experience

Foothill Associates, President/  
Landscape Architect

University of Oregon, InfoGraphics Lab,  
GIS Project Manager

Pacific Basin Shelter Company, GIS  
Project Manager

Kate Kirsh, Foothill Associates President and Landscape Architect, has over 20 years' experience specializing in parks, trails, recreation, and opens space planning and design at the regional, local, and site scales. She has worked on all phases of project planning and design including site assessment, conceptual design, planting plans, grading, construction drawings, implementation, cost estimating, phasing, community surveys, workshop facilitation, and operations and maintenance strategies. She also has extensive experience with natural resource assessment, watershed management, ecological planning, design and restoration, and the use of computers and Geographic Information Systems (GIS) for environmental analysis and characterization. Her experience includes considerable contact with federal, state, and local regulatory agencies as well as private public interest groups, landowners, and tribes in California, Oregon and Washington. In addition, Kate has more than 20 years of experience designing databases and computer applications to support a wide variety of applications, including parks inventory and maintenance, watershed planning, assessment, restoration project management and resource monitoring.

### Representative Experience

**Bell Road Park, Auburn, CA.** Kate is the Project Manager for development of the concept plan for this 26-acre property that is in the process of being deeded to the Auburn Area Recreation District by PG&E through the Stewardship Council as part of the CPUC Settlement Agreement. Kate managed arborist and cultural resource assessments, public outreach, and overall project implementation budget at the request of the Stewardship Council to address CEQA, special studies, design documents, and construction. Uses at this park are constrained by a Conservation Easement held by the Placer Land Trust, and must be consistent with the Beneficial Public Values (BPVs) that are intended to be promoted through the Stewardship Council's land donation program as part of the CPUC Settlement Agreement with PG&E.

**Anderson River Park Master Plan Updates, Anderson, CA.** Kate served as Principal-in-Charge and Project Manager for development of a master plan update for this 440-acre park. The public engagement process included a community open house, online survey, website, and stakeholder interviews to elicit community input on current use and how the park should evolve. The park is jointly owned by the City of Anderson and CDFW and provides an extensive array of active and passive recreation opportunities. Conceptual improvements and cost estimates were identified.

**Henningsen-Lotus Park Concept Plan, El Dorado County, CA.** Kate served as Project Manager to prepare a conceptual plan for park improvements. The planning process included an assessment of site opportunities and constraints, coordination of an advisory group, web survey, public workshops, economic analysis, cost estimates, and phased implementation strategies. Special project considerations include environmental constraints related to riparian habitat, flooding, wetlands, and native oaks; opportunities for acquisition of land for park expansion; conflicting community views regarding potential park improvements;



and the construction, operations, and maintenance costs versus revenue potential revenue.

**Northview Park, Cameron Park, CA.** Kate served as Principal-in-Charge and Project Manager for development of improvements to this 5-acre, linear neighborhood park. The public engagement process included a community BBQ held at the park with site tours and feedback on desired park improvements were sought. A conceptual master plan and cost estimates was prepared.

**Shadowcreek Park, Citrus Heights, CA.** Kate was Principal-in-Charge and Project Manager to prepare a conceptual master plan for the 17-acre Shadowcreek Park for the Sunrise Recreation and Park District (SRPD). The park is a passive use park, featuring creek side walking trails along Brooktree Creek and riparian and oak woodland open space. A draft concept plan was prepared in anticipation of pursuing grant funding for a portion of the project. However, since funding was not available, the master plan remains in a draft state. Kate also assisted Sacramento County in providing information to support the CEQA analysis of trail improvements for the park.

**Arcade Creek Park Preserve Master Plan and PS&Es, Citrus Heights, CA.** Kate served as Principal-in-Charge and Project Manager to oversee preparation of the master plan and construction documents for the 10-acre Arcade Creek Park Preserve. Kate facilitated three community meetings and three focus groups during the Prop 84 grant application process to elicit comments about the desires and needs of local residents. The master plan envisions a multi-functional neighborhood park that combines habitat enhancement, flood control, stormwater treatment, environmental education, a trail system, children's adventure play area, workout stations, picnic area, and interpretive signs.

**Sacramento-Placerville Transportation Corridor Baseline Conditions Assessment, El Dorado County, CA.** Kate served as project manager for an assessment of the baseline conditions of the Sacramento-Placerville Transportation Corridor for environmental impacts and constraints as they relate to the potential for implementing a natural trail through the area. The analysis included collection of existing GIS data, field verification of data, and collection of additional data to further characterize conditions throughout the corridor. GIS data and georeferenced photographs were collected into a final geodatabase that can be viewed with Google Earth for future planning and implementation efforts. A final report, including a detailed map of impacts along the corridor, was prepared summarizing findings and potential impacts to resources per the Program EIR Mitigation Measures.

**Chili Bar Recreation Area and Restoration Design, Placerville, CA.** Kate prepared an integrated restoration plan and park design for this major rafting put-in on the South Fork American River. Regulation of flows and releases from

the Chili Bar Dam were factored into anticipated visitation patterns and levels of use. The process included historical and ecological analyses, conceptual plan, presentations for public comment, and final design with illustrative and construction drawings. This site analysis was expanded to include a master conceptual improvement plan for adjacent parcels and other recreational uses to complement rafting activities, consistent with utility regulated river releases.

**Hidden Falls Regional Park, Placer County.** Kate served as Project Manager for a series of projects at Hidden Falls Regional Park. Projects include development of Thematic Design Guidelines for all park improvements; conceptual design of the Environmental Education Center and interpretive facilities; design of interpretive signage; meetings with the advisory Nature Forum; consultation on access roads, overlooks, staging areas and bridge design; and restoration design.

**Rock Creek Restoration, Auburn, CA.** Kate assisted with the development of a restoration and enhancement plan for a tributary to Rock Creek that has been affected by development in the area. The purpose of this restoration master plan was to recommend ecologically beneficial improvements to the tributary, focusing on habitat enhancement, hydro-geomorphic improvements, water quality enhancement, and increased recreational opportunities. Kate facilitated public meetings with local landowners to identify public concerns and obtain stakeholder buy-in on the project.

**Tempo Park Improvements, Citrus Heights, CA.** Kate served as Principal-in-Charge and Project Manager to provide conceptual planning and community workshops to address improvements. Concerns included chronic flood management; the privacy of residents living next to the park; public safety; parking on residential streets; energy efficiency; and an emergency access easement through the site. A draft and final concept plan were developed along with a phased cost estimate, which included lighted walking paths, permeable paving, stormwater detention swales, low water use vegetation, interpretive signage, and a fitness workstation.

**Citrus Heights Creek Corridor Multi-use Trail Feasibility Study, Citrus Heights, CA.** Kate was the Project Manager for this planning and preliminary engineering analysis to determine the feasibility of establishing a multi-use trail system within the City's 16 miles of creek corridors. Challenges faced include proximity to mature residential neighborhoods, limited availability of right-of-way, roadway crossings, existing utilities, environmental factors, and concerns of property owners. The plan identifies existing conditions, constraints, opportunities, alignment options, phasing options, and cost estimates.





# FOOTHILL ASSOCIATES

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## Candice Guider-Heitmann Regulatory Specialist

### Education

Bachelor of Science, Business  
Administration California State  
University, Sacramento, CA, 2003

### Training

Successful CEQA Compliance, U.C.  
Davis Extension Coursework

### Certifications

State of California Notary Public,  
Commission # 2099548

### Experience

Foothill Associates

Raney Planning & Management, Inc.

**Candice Guider-Heitmann** is a regulatory specialist with over eleven years' experience working on a wide variety of projects for public and private sector clients. Her professional background includes assisting with CWA Section 404 and 401 permitting, CDFW 1600 Streambed Alteration Agreements, preparing Pre-Construction Notification materials, Individual Permit and Letter of Permission applications. Ms. Guider-Heitmann's technical writing experience consists of CEQA and NEPA environmental compliance documents, wetland permitting and endangered species permitting packages, biological resources assessments, and mitigation planning documents. Ms. Guider-Heitmann regularly collaborates with project applicants and agencies to ensure project compliance.

### Representative Experience

**Lower Laguna Creek Open Space Trail, City of Sacramento and City of Elk Grove, CA.** Candice is assisting with the preparation and processing of CEQA/NEPA compliance and regulatory authorizations for the proposed construction of a 1.15-mile Class I multi-use bikeway and educational area within the City of Elk Grove and City of Sacramento, California. Due to funding constraints, environmental review required as series of rigorous document turnaround times and working closely with Caltrans, the City of Elk Grove, and the City of Sacramento to meet the April 30, 2016 funding deadline. Regulatory authorizations will be prepared during the final design phase.

**SPTC-JPA Natural Trail, Folsom, Sacramento County, CA.** Candice is assisting in the preparation and processing of a Clean Water Act Section 404 Nationwide Permit; Federal Endangered Species Act Section 7 Consultation; Section 106 and Tribal Consultations and a Clean Water Act Section 401 Water Quality Certification Application; and California Department of Fish and Wildlife Streambed Alteration Agreement for the SPTC-JPA Natural Trail, involving the development of an approximately three-mile natural trail segment beginning in the City of Folsom and extending south to the Sacramento/El Dorado County line.

**Dry Creek Trunk Sewer Bank Stabilization Project, Roseville, CA.** Candice assisted with permit applications including Section 404 Nationwide Permit Authorization, Essential Fish Habitat Consultation, Section 401 Water Quality Certification, CDFW Streambed Alteration Notification, and Section 106 Consultation for this engineering project that addressed creek bank erosion along Dry Creek that was threatening to expose sewer infrastructure at two locations.

**Arcade Creek Park Preserve, Citrus Heights, CA.** Candice assisted with permit applications and regulatory compliance documentation for the development of a 10-acre park preserve with multi-functional neighborhood park, habitat enhancement, flood control, stormwater treatment, and multi-use trails. Candice prepared permit applications for Section 401 Water Quality Certification, Section 404 Nationwide Permit, and CDFW Streambed Alteration Agreement.



**Hughes Park Trail Extension, Roseville, CA.** Candice assisted in the preparation of the IS/MND and MMRP document regulatory authorizations for a Clean Water Act Section 404 Nationwide Permit; Federal Endangered Species Act Section 7 Consultation; Section 401 Water Quality Certification; and a California Department of Fish and Wildlife Streambed Alteration Agreement for the construction of a 1,000 feet of multi-use paved trail, a pedestrian and bicycle bridge over Pleasant Grove Creek, and related drainage and flood control improvements William "Bill" Hughes Park.

**Antelope Creek Bank Stabilization, Rocklin, CA.** Candice assisted with preparation of permit applications and regulatory compliance documentation to improve aquatic and riparian habitat along Antelope Creek through construction of a vegetated block wall and bank stabilization through rock slope protection and willow cuttings. Candice assisted with applications for Section 401 Water Quality Certification, Section 404 Nationwide Permit 13, and CDFW Streambed Alteration Agreement.

**Strain Orchard, Colusa County, CA.** Candice assisted with CDFW Streambed Alteration Agreement application and request for Surface Mining and Reclamation Act exemption in support of flood prevention maintenance consisting of removal of accumulated sediment with the channel of Sand Creek within Strain Ranch properties.

**Saqui Residence, Granite Bay, CA.** Candice assisted with preparation of the CDFW Streambed Alteration Agreement for bank reinforcement and stabilization to reduce future bank erosion and loss of private property located adjacent to Miner's Ravine.

**Spring Valley Preserve, Rocklin, CA.** Candice is assisted with permit applications and supporting regulatory compliance documentation including a Federal Clean Water Act Section 404 Nationwide Permit 29, Section 401 Water Quality Certification, California Department of Fish and Wildlife Streambed Alteration Notification, and Operations and Management Plan in support of this 57-acre residential development and 14-acre open space preserve.

**University Avenue Extension, Rocklin, CA.** Candice assisted with permit applications and supporting regulatory compliance documentation relevant to obtaining authorization pursuant to Section 404 under the Nationwide Permit 14, as well as Federal Endangered Species Act Section 7 Consultation, Section 106 Consultation, 401 Water Quality Certification, and the CDFW Streambed Alteration Agreement required for development of a major transportation infrastructure improvement proposed by the City of Rocklin.

**Promontory Village 8, El Dorado County, CA.** Candice is assisting with permit applications and supporting regulatory compliance documentation including a Federal Clean Water Act Section 404 Nationwide Permit 29, Section 401 Water Quality Certification, and biological resource assessment in

support of 63-acre residential development with 33 acres' open space and wetland preserve.

**Fieldstone North, Elk Grove, CA.** Candice assisted with preparation of the U.S. Army Corps of Engineers Individual Permit for authorization, the 401 Water Quality Certification to the Central Valley Regional Water Quality Control Board, and the 1600 Streambed Alteration Agreement per California Fish and Game Code in support of a proposed development that will construct 365 single-family homes, water quality treatment basins, neighborhood park, and associated utility infrastructure and road extensions, including an 8-acre open space preserve to preserve riparian habitat along Elk Grove Creek.

**Rancho Del Oro Estates, Placer County, CA.** Candice is assisting with permit applications/ acquisitions and supporting regulatory compliance documentation relevant to obtaining a Federal Clean Water Act Section 404 Individual Permit, as well as Federal Endangered Species Act Section 7 Consultation, Section 106 Consultation, 401 Water Quality Certification, and the CDFW Streambed Alteration Agreement required for a 121-acre residential development located within Granite Bay and the conservation of 19-acre open space along the Miner's Ravine Corridor.

**El Dorado Springs 23, El Dorado Hills, CA.** Candice is assisting with permit applications and supporting regulatory compliance documentation including a Federal Clean Water Act Section 404 Nationwide Permit 29, Section 401 Water Quality Certification, CDFW Streambed Alteration Agreement, in support of a 23-acre residential development and open space.

**Carson Creek Development, El Dorado Hills, CA.** Candice is assisting with permit applications/ acquisitions and supporting regulatory compliance documentation relevant to obtaining a Federal Clean Water Act Section 404 Individual Permit, as well as Federal Endangered Species Act Section 7 Consultation, Section 106 Consultation, 401 Water Quality Certification, and the CDFW Streambed Alteration Agreement, and Long-term Management Plan in support of development of residential land uses and the conservation of 205-acre open space along the Carson Creek Corridor.

**Bell Ranch, El Dorado Hills, CA.** Candice assisted with preparation of the Pre-Construction Notification for the U.S. Army Corps of Engineers for authorization under Nationwide Permit 29, the 401 Water Quality Certification to the Central Valley Regional Water Quality Control Board, and the 1600 Streambed Alteration Agreement per California Fish and Game Code in support of a proposed development project that will construct 113 single-family homes, open space, neighborhood park, and associated utility infrastructure and road extensions.





# FOOTHILL ASSOCIATES

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## Meredith Branstad, PLA, ISA, Vice President Biologist/Landscape Architect/Certified Arborist

### Education

Bachelors of Science (Highest Honors) in Landscape Architecture, University of California, Davis, 2002

Bachelors of Science (Highest Honors) in Wildlife, Fish, and Conservation Biology, University of California, Davis, 2002

### Certifications and Permits

Licensed Landscape Architect CA # 5122; NV #803

ISA Certified Arborist #WE 6727A

ESA Section 10(a)(1)(A) Permittee for Vernal Pool Shrimp, Permit # TE-810380-5

California Department of Fish and Wildlife (CDFW) Scientific Collecting Permit SC-10824

California Endangered Species Act, Native Plant Protection Act, Plant Voucher Collecting Permit No. 2081(a)-15-114-V

### Affiliations

Past President of the Sierra Chapter of the American Society of Landscape Architects (2013)

Member of the International Society of Arboriculture

### Experience

Foothill Associates, Biologist/  
Landscape Architect/Certified Arborist

University of California, Davis, Student Assistant

Bureau of Reclamation, Park Ranger

Residential Landscape Design and Maintenance

**Meredith Branstad** is a Senior Biologist and Vice President of Foothill Associates. She has managed a wide array of projects including biological assessments, wetland delineations, focused special-status species surveys, habitat assessments, biological monitoring of sensitive resources, mitigation planning and monitoring, nesting raptor surveys, assessing environmental impacts, and writing technical documents detailing survey results. She also manages biological resources assessments for support and incorporation into CEQA/NEPA documentation. Meredith routinely works with construction contractors to lead Worker Environmental Awareness Training, as well as construction monitoring and reporting for environmental compliance. Through these resource planning efforts Meredith has experience coordinating with multiple agencies and local municipalities to ensure project compliance with applicable state, federal, and local regulations specifically the California and Federal Endangered Species Acts, Section 404 of the Clean Water Act, Section 1600 of California Fish and Wildlife Codes as well as local regulations and General Plan policies. She has extensive experience consulting with multiple regulatory agencies in support of permit applications and compliance.

### Representative Experience

**NID Irrigation District Aquatic Weed Annual Monitoring, Nevada County, CA.** Meredith Branstad completed the annual pre-application monitoring for California red-legged frog, western pond turtle, and foothill yellow-legged frog at four canal sites prior to aquatic herbicide applications.

**Saratoga Estates, El Dorado Hills, CA.** Meredith assisted with the biological resource assessment and wetland delineation for this 122-acre project and she conducted the oak tree and oak woodland assessment. She then conducted protocol surveys for California red-legged frog, burrowing owl, valley elderberry longhorn beetle, and rare plants.

**Cal-ISO Surveys, Folsom, CA.** Meredith conducted a biological resource assessment and tree survey on the site of the new Cal-ISO headquarters. She updated the biological assessment and assisted the client in coordinating with regulatory agencies regarding elderberry shrubs and protected oak trees. During construction she monitored pruning of all protected oak trees and work done within the critical root zone.

**Verizon Projects, Multiple Locations.** Meredith conducted tree surveys, rare plant surveys, and biological resource assessments for over 20 new cell phone installations across northern California in Sacramento, Placer, El Dorado, Lake, Contra Costa, Alameda, Santa Cruz, and Kings Counties.

**Dry Creek Wastewater Treatment Plant Levee Relocation, Roseville, CA.** Meredith assisted with the tree survey of the riparian woodland along Dry Creek and also conducted pre-construction raptor and rare plant surveys. She later assisted with developing the plant palette for riparian restoration inside the relocated levees and conducted annual monitoring of mitigation planting.



**Turnstone Cal-ISO, Folsom, CA.** Meredith conducted a biological resource assessment and tree survey on this 3-acre parcel. She assisted the client in coordinating with regulatory agencies regarding removal of an elderberry shrub.

**Kingsbridge Preserve, Elk Grove, CA.** Meredith conducted the annual invertebrate and floristic monitoring of this small vernal pool preserve, which is located in the heart of a newly developed suburb.

**Ahart Preserve, Placer County, CA.** Meredith conducted the final year of invertebrate and floristic monitoring of this vernal pool preserve, which included 28 created and natural pools.

**Nelson Terminal, Chico, CA.** Meredith provided biological monitoring for construction of a new rail spur and private terminal just south of Chico. She conducted pre-construction training for all workers about giant garter snake (GGs) as well as construction monitoring and direction on preserving and avoiding GGS habitat throughout the construction process. She relocated two GGS from the project site to suitable habitat off site.

**Springlake Construction Monitoring, Woodland, CA.** Meredith managed the ecological construction monitoring for a system of storm drain channels and large detention basins. The site included natural preserves for several sensitive plant species. She monitored the success of an elderberry mitigation project including transplanted elderberry shrubs and new companion plantings. She also managed annual raptor surveys for the project that included habitat in a nearby riparian corridor and agricultural fields and around a constructed pond.

**Silva Valley Parkway-U.S. Highway 50 Interchange Biological Assessment, El Dorado County, CA.** Meredith performed focused surveys for a number of special status plant and animal species, including valley elderberry longhorn beetle, for this interchange project located in western El Dorado County. She then prepared maps of existing habitat and assessment of project impacts in the Environmental Impact Report update. Following completion of the CEQA process, she completed a focused tree survey identifying trees that would be impacted by the proposed project and day and night protocol surveys for California red-legged frog. She conducted the worker awareness training and managed biological monitoring during construction.

**Rancho Del Oro. Granite Bay, CA.** Meredith conducted surveys of a number of elderberry shrubs as well as over 5,200 trees on a parcel in Granite Bay as part of the site assessment and permitting process. She also managed construction monitoring for utility installation to ensure no impacts to wetlands.

**Two Rivers Bike Trail, Sacramento, CA.** Meredith conducted surveys of elderberry shrubs along the proposed trail, identifying the stem size and evidence of use by valley elderberry longhorn beetles.

**Farron Street Bike Trail and Bridge, Rocklin, CA.** Meredith monitored the success of riparian restoration following the installation of a new bridge and bike trail. The restoration included planting of native trees and shrubs and removal of invasive species. She also completed the tree survey prior to construction.

**City of Chico Water Pollution Control Plant Outfall Project, Butte County, CA.** Meredith performed riparian habitat mitigation monitoring and reporting for this project located on the Sacramento River bank.

**Newcastle Sanitation District Wastewater Treatment Plant Decommissioning, Newcastle, CA.** Meredith completed a range of biological monitoring services for the installation of a new sewer pipeline and the de-watering and restoration of four sewage treatment ponds. Biological services included pre-construction rare plant, bat, nesting bird, and tree surveys, contractor training, preparation of a western pond turtle relocation plan, and monitoring of construction and pond de-watering.

**Anatolia Preserve, Rancho Cordova, CA.** Meredith managed the annual monitoring of this 482-acre preserve over multiple years. This preserve includes both vernal pool and marsh habitat. Annual monitoring activities include sampling for listed invertebrates, floristic monitoring, residual dry matter sampling, and marsh vegetation monitoring, as well as bi-monthly general inspections.

**Gill Ranch Conservation Bank, Sacramento County, CA.** Meredith prepared the 2013 annual reports for a number of mitigation areas, oversaw the 2014 and 2015 annual invertebrate and floristic monitoring, and worked with regulatory agencies to revise project success criteria. She also helped update the wetland delineation on over 10,000 acres.

**Highway 59 Landfill Preserve, Merced County, CA.** Meredith managed the annual success monitoring of 45 created pools in this vernal pool preserve over multiple years. She conducted both invertebrate and floristic surveys and prepared the annual monitoring reports.

## Training

Workshop on the Biology and Management of the California Red-Legged Frog, June 12-13, 2013

Vernal Pool CRAM Training, April 2012







# FOOTHILL ASSOCIATES

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## Kelly Bayne, ISA Senior Regulatory Biologist

### Education

M.S. Forestry Sciences, California Polytechnic State University, San Luis Obispo, California, 2006

### Certifications and Permits

USFWS Recovery Permit for California Tiger Salamander, California Red-Legged Frog, and Vernal Pool Branchiopods (TE-185595)

ISA Certified Arborist (WE-7741A)

CDFW Scientific Collecting Permit (801074-03)

CDFW, Rare, Threatened, and Endangered Plant Collecting Permit (09053)

### Training

Advanced Hydric Soils, Wetlands Training Institute (2016)

CRAM Vernal Pool Training (2015)

U.S. Army Corps of Engineers Wetland Delineation Training Program, Richard Chinn Environmental Training Inc., Sacramento, California, 2009

WPT training (2009)

Southwestern Willow Flycatcher workshop (2012)

Bird identification class (2010)

Introduction to Plant Families, UC Berkeley (2013)

Plant tax class using new Jepson Manual, UC Davis (2013)

Botany lab and field class, Sacramento City College (2009)

Asteraceae family taxonomy class, Chico Herbarium (2009)

### Experience

Cardno ENTRIX, Project Scientist

AES, Senior Biologist

Sycamore Environmental, Biologist

**Kelly Bayne** is experienced in planning and conducting biological surveys, supervising field crews, documenting results, and negotiating resolutions with regulatory agencies. Ms. Bayne works closely with federal and state agencies, including the U.S. Fish and Wildlife Service (USFWS), U.S. Army Corps of Engineers (USACE), and California Department of Fish and Wildlife (CDFW). Ms. Bayne has over ten years of experience preparing state and federal permit applications, biological assessments, jurisdictional delineations, botanical and biological reports, constraints analyses, and biological sections of California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) documents, including Initial Studies (IS), Initial Studies/Mitigated Negative Declarations (IS/MNDs), Environmental Impact Reports (EIR), Environmental Assessments (EA), and Environmental Impacts Statements (EIS). She has over 14 years of experience in conducting fieldwork throughout California, including special status plant and wildlife surveys, such as USFWS protocol level California tiger salamander (CTS), vernal pool branchiopod, and California red-legged frog (CRLF) (Recovery Permit Number TE-185595) surveys, delineations of waters of the U.S., plant community mapping, habitat assessments, arborist surveys (ISA Certification Number WE-7741A), environmental awareness training, and preconstruction and construction monitoring for special status wildlife and sensitive habitat types.

### Representative Experience

**New Life Church, Napa County, California.** Conducted biological and botanical surveys. Prepared Biological Resources Assessment.

**Auburn Lake Trails, El Dorado County, California.** Conducted biological survey. Prepared Biological Resources Letter Report.

**El Dorado Hills 52, El Dorado Hills, El Dorado County, California.** Conducted delineation, botanical, and protocol level breeding season CRLF surveys. Prepared Biological Resources Assessment, Wetland Delineation, and Wetland Design Setback Letter Report.

**Lower Laguna Creek Trail, Cities of Sacramento and Elk Grove, California.** Conducted biological, delineation, and arborist surveys. Prepared Natural Environment Study, Arborist Report, and Delineation. Received preliminary jurisdictional determination.

**Hughes Park Trail, City of Roseville, California.** Conducted biological and botanical surveys and wetland delineations. Prepared Biological Resources Assessment and Wetland Delineation

**Feather River Water District, Sutter County, California.** Conducted site visit with agencies. Responded to agencies' comments regarding biological resources section of Initial Study.

**Northwoods, Nevada County, California.** Conducted biological survey. Project Manager for preparation of a Biological Resources Assessment.



**Verizon Chinese Camp, Tuolumne County, California.** Conducted biological survey. Prepared Biological Resources Assessment.

**Ovation Senior Living, Placer County, California.** Conducted biological survey. Prepared Biological Resources Assessment.

**Sunrise Boulevard Memory Care, City of Citrus Heights, California.** Conducted biological survey. Prepared Biological Resources Assessment

**Walmart Chico, City of Chico, California.** Conducted delineation. Project Manager for Biological Resources Assessment and Cultural report.

**Promontory Village 7, El Dorado Hills, El Dorado County California.** Conducted biological, botanical, delineation, and protocol level breeding season CRLF surveys. Prepared Delineation, Biological Resources Assessment, and CRLF Breeding and Nonbreeding Survey Report.

**Promontory Open Space, El Dorado Hills, El Dorado County California.** Conducted biological, botanical, delineation, and protocol level breeding season CRLF surveys. Prepared Delineation, Biological Resources Assessment, and CRLF Breeding Survey Report.

**Rancho Dorado, El Dorado County, California.** Conducted biological and botanical surveys, wetland delineations, and protocol level breeding and non-breeding season CRLF surveys. Prepared Biological Resources Assessment, Wetland Delineation, Wetland Design Setback Letter Report, and Protocol Level CRLF Breeding and Nonbreeding Survey Report.

**Darkhorse Golf Course & Residential Community Final Oak Woodland Mitigation & Monitoring Program, Placer County, California.** Conducted arborist surveys and oak woodland monitoring.

**SMD-3 Wastewater Abandonment and Pipeline Project, Placer County, California.** Conducted biological, wetland delineation, and botanical, valley elderberry longhorn beetle surveys and stream assessment. Prepared Delineation Map and Letter Report, Valley Elderberry Longhorn Beetle Effect Analysis, and biological resources section of Environmental Assessment/Environmental Impact Report.

**Auburn Lake Trails Water Treatment Plant, El Dorado County, California.** protocol level breeding season CRLF surveys.

**El Dorado Springs 23 Offsite Utility Improvements, El Dorado Hills, El Dorado County, California.** Conducted biological surveys. Prepared Biological Letter Report.

**St. Francis Avenue Bridge over MID Main Canal, Stanislaus County, California.** Conducted biological survey. Prepared a Natural Environment Study Minimal Impacts.

**CVS-San Mateo, City of San Mateo, California.** Conducted biological and botanical survey. Prepared Biological Resources Assessment.

**McKinley Village, City of Sacramento, California.** Conducted arborist survey, worker awareness trainings, elderberry surveys, preconstruction bird surveys, preconstruction Swainson's hawk surveys, nesting bird monitoring, and construction monitoring. Prepared arborist report.

**Audi-Rocklin, City of Rocklin, California.** Conducted arborist survey and wetland assessment. Prepared Arborist Report and Wetland Assessment Letter Report.

**Dry Creek Wastewater Treatment Plant, City of Roseville, California.** Conducts monthly monitoring of mitigation trees within the Roseville Corporation Yard mitigation site.

**PG&E Escreens, Northern and Central California.** Conducted senior review of biological constraints reports for PG&E's electric distribution pole replacement projects. Provided project management support by allocating workloads to biological staff and subcontractors, by determining whether fieldwork is warranted based on initial constraints of the project, and by providing training and oversight to staff preparing the documents.

**Los Cerros, City of Rocklin, California.** Prepared a Biological Resources Assessment.

**Millerton Road Widening, Fresno County, California.** Planned and conducted protocol surveys for vernal pool branchiopods, wetland delineations, biological and botanical surveys, and site assessments for San Joaquin kit fox. Supervised biological crews. Prepared Wetland Delineation, Biological Assessment, Section 404 Clean Water Act Permit and Section 401 Water Quality Certification applications, and Biological resources sections of the Initial Study/ Environmental Assessment. Worked directly with the U.S. Army Corps of Engineers and the U.S. Fish and Wildlife Service through Section 404 Clean Water Act and Section 7 Consultation for permit approval.

**United Auburn Indian Community 1,100-Acre Housing Project, Placer County, California.** Conducted six years of annual botanical, invasive species, and U.S. Fish and Wildlife Service protocol level wet season surveys for federal listed vernal pool branchiopods for monitoring purposes. Conducted two years of residual dry matter and dry season vernal pool plant surveys. Developed adaptive management strategies when project activities were not meeting required threshold standards. Worked closely with U.S. Fish and Wildlife Service staff to adapt revised techniques in order for the project to meet its threshold goals. Prepared four 90-day Reports and Grazing and Management Plans to the U.S. Fish and Wildlife Service.





## Charlotte Marks, ISA Biologist/Arborist

### Education

Bachelor of Science, Wildlife Fish and Conservation Biology, University of California, Davis, 2003

### Certifications and Permits

International Society of Arboriculture (ISA), Certified Arborist (#WE-10519A)

California Department of Fish and Wildlife (CDFW) Rare Plant Collecting Permit (#2081(a)-14-033-V)

### Training

California Tiger Salamander Handling and Training with Jeff Alvarez. 2009.

California Red-Legged Frog Handling and Training with Jeff Alvarez. 2009.

California Tiger Salamander Training, Elkhorn Slough Preserve, Monterey County, California. 2008.

Wetland Delineation Training Certificate. Wetland Training Institute, Basic Wetland Delineation Course, 2008.

### Affiliations

Member of the Wildlife Society, Sacramento-Shasta Chapter

Member of the International Society of Arboriculture, Western Chapter

### Experience

Bargas Environmental Consulting, Staff Scientist

Cardno ENTRIX, Staff Scientist

U.S. Peace Corps, Philippines, Coastal Resource Extension Worker

AES, Biologist

Visger and Associates, Wildlife Biologist/SWPPP Manager

**Charlotte Marks** is a biologist with over eight years of environmental consulting experience working on a wide array of projects. She has extensive experience in the preparation and technical writing of environmental documents which include writing biological sections for Initial Study/Mitigated Negative Declarations (IS/MND), Tribal Environmental Impact Reports (TEIR), Environmental Impact Reports (EIR), and Environmental Impact Statements (EIS). As a biologist, Charlotte has experience with a variety of species and conducting biological resource assessments, wetland delineations, special-status species surveys, and arborist surveys. Ms. Marks also has experience in project management and development, and editing and overseeing technical report writing.

### Representative Experience

**Lincoln 270 Off-Site Utilities, Placer County, CA.** Charlotte conducted biological survey and compiled a Biological Constraints report for the proposed development project.

**Highway 59 Landfill Preserve, Merced County, CA.** Charlotte assisted in conducting protocol surveys for vernal pool branchiopods under the permit of an authorized biologist.

**Town Center Preserve, Sacramento, CA.** Charlotte assisted in conducting protocol surveys for vernal pool branchiopods under the permit of an authorized biologist.

**Carson Creek Unit 2 Project, El Dorado County, CA.** Charlotte conducted on-site California Red-Legged frog surveys and assisted in the compilation of the Biological Resource Assessment Report and Wetland Delineation Report in support of the proposed development.

**Chico Water Pollution Control Plant, Butte County, CA.** Charlotte conducted an annual mitigation monitoring surveys for re-vegetation of native trees and plants as outlined in the permits and mitigation and monitoring reports for the site.

**Table Mountain Quarry, Butte County, CA.** Charlotte conducted an annual mitigation monitoring survey for re-vegetation of native oak trees as outlined in the permits and mitigation and monitoring reports for the site.

**Persephone Ranch, Napa County, CA.** Charlotte conducted an annual mitigation monitoring for re-vegetation of native trees and plants as outlined in the Riparian Habitat Vegetation and Monitoring Plan in support of the California Department of Fish and Wildlife, Streambed and Alteration Agreement for the site.

**Walmart Store #2044-09 Expansion Project, Butte County, CA.** Charlotte conducted an arborist survey, wetland delineation and biological resource assessment on a 27+ acre project site.



**Lawrence Road Cellular Site, Contra Costa County, CA.** Charlotte conducted an arborist survey and tree appraisal in support of the proposed cell tower development.

**Carson Creek Unit 1 Project, El Dorado County, CA.** Charlotte conducted on-site construction monitoring along waterways and for special-status species in support of the California Department of Fish and Wildlife, Streambed and Alteration Agreement for the development.

**ARD Bell Road Park, Placer County, CA.** Charlotte conducted an oak tree inventory 20+ acre site in support of the proposed park and trail development.

**Laguna Creek, Sacramento County, CA.** Charlotte conducted an elderberry shrub monitoring and assessment (Year 10) in support of the Mitigation and Monitoring Plan.

**Suisun 355 Project, Suisun City, CA.** Charlotte conducted a targeted floristic survey for several rare plants that had the potential to occur within the 350-acre project site.

**Pacific Gas and Electric (PG&E) Pipeline Pathways and Caltrans Support Project, CA.** Charlotte conducted desktop environmental reviews for vegetation management along PG&E's gas distribution lines throughout California occurring within the right-of-way along Caltrans roadways. Charlotte provided support through compiling and editing Biological Constraints Reports and database management.

**Private Residential Development Projects (various), El Dorado County, CA.** Charlotte conducted informal arborist surveys and prepared Oak/Canopy Site

**Barton Ranch Development Project, Placer County, CA.** Charlotte conducted a biological assessment and delineation of wetland and non-wetland features within the 10+ acre project site.

**Pacific Gas and Electric (PG&E) Projects Managed, Northern and Central CA.** Charlotte conducted desktop environmental reviews for PG&E's gas and electric distribution projects. Charlotte provided support through review of technical documents for client submittal, performed preliminary environmental screenings, compiled biological constraints reports, and conducted field surveys and environmental tailboard trainings.

**Pacific Gas and Electric (PG&E) Escreens, Northern and Central CA.** Charlotte conducted desktop environmental reviews for PG&E's electric distribution pole replacement projects. Charlotte provided support through conducting preliminary environmental screenings of projects, compiled and edited Biological Constraints Reports, prepared U.S. Forest Service memorandums and performed pre-construction nesting bird surveys and project site field assessments. Charlotte also provided project management support through maintenance and management of project status updates, and compiled data and created graphs for metrics analysis for Monthly Reports.

**Yorkville Water Rights Project, Sonoma County, CA.** Charlotte conducted floristic surveys and a general biological assessment and compiled a Biological Resource Assessment report.

**Guenoc-Langtry Golf Course and Vineyards, Lake and Napa Counties, CA.** Charlotte conducted targeted floristic and general habitat surveys on the property prior to commencement of construction activities.

**Cooley Ranch, Sonoma County, CA.** Charlotte assisted in conducting arborist and mitigation surveys for the project site. Assisted in the compilation of the CDFW 1600 Lake and Streambed Alteration Agreement, USACE Section 404 Permit and 401 Water Quality Certification.

**Millerton Road Widening, Fresno County, CA.** Charlotte conducted protocol surveys for vernal pool branchiopods under the permit of another biologist, wetland delineations, and general biological and botanical surveys within the project site along Millerton Road.

**United Auburn Indian Community 1,100-Acre Housing Project, Placer County, CA.** Charlotte assisted in conducting U.S. Fish and Wildlife Service protocol wet season surveys for federal listed vernal pool branchiopods for monitoring purposes under the permit of another biologist.

**Brooktrails, Mendocino County, CA.** Charlotte conducted mitigation and monitoring survey (Year 1) in support of the Annual Wetland Mitigation and Monitoring Report in support of the USACE Section 404 Permit.

**Heide Water Rights Project, Siskiyou County, CA.** Charlotte conducted floristic surveys and a general biological assessment and compiled a Biological Resource Assessment report.

**San Benito River Greenway, Hollister, CA.** Charlotte conducted a general biological site assessment survey and compiled the biological section for the Initial Study/Mitigated Negative Declaration (IS/MND) report.

**White Rock Road Widening, Sacramento County, CA.** Charlotte conducted wetland delineation surveys.

**Greenville Road Property, Livermore, CA.** Charlotte conducted a wetland delineation survey and general biological site assessment survey for the project area.

**Circle S Ranch, Napa County, CA.** Charlotte assisted in conducting California red-legged frog (CRLF) protocol surveys, at night and day, and were conducted during both the breeding and non-breeding seasons. A protocol species survey report for CRLF was compiled for the property.

**Walt Ranch, Napa County, CA.** Charlotte assisted in conducting California red-legged frog (CRLF) protocol surveys, at night and day, and were conducted during both the breeding and non-breeding seasons. A protocol species survey report for CRLF was compiled for the property.





## Michael Brewer GIS Specialist

### Education

Bachelor of Arts, Geographic Information Systems, Planning, and Physical Geography, California State University, Sacramento, 2006

### Experience

Foothill Associates, GIS Specialist

PBS&J/Atkins Global, GIS Analyst II

CACI / Air Force Real Property Agency, Geographer II

California Environmental Protection Agency, Office of Environmental Health and Hazard Assessment, Student Intern

County of Sacramento, Department of Long Range Planning, Senior Student Intern

**Michael Brewer** is a GIS Specialist with nine years' experience in GIS practices and procedures. He is skilled in developing and editing metadata and using location analysis, as well as the use of high resolution imagery. He has expertise in the use of researching spatial data and performing spatial data editing with the use of survey data. He can perform various address matching and geocoding tasks, run definition queries, create maps, and convert geospatial files. In addition, he has conducted several spatial analyses for state and local agencies. Mr. Brewer aided in the research, population, and development of the California and National Levee Databases and has conducted urban levee geotechnical evaluations and a floodplain mapping for the California Department of Water Resources and FEMA.

### Representative Experience

**Biological Resources Assessment Analysis:** Mapped biological resources and constraints utilizing GPS data integration and aerial interpretation for projects such as:

- Placer Creek Corporate Center, Rocklin, California
- Folsom South Specific Plan, Sacramento County, California
- Arcade Creek Park Preserve, Citrus Heights, California
- Jackson Township Specific Plan, Sacramento County, California

**Wetland and Habitat Analysis:** Compiled data for wetland delineations, wetland impact analysis and habitat impact analysis. Produced graphics for environmental and regulatory permitting reports, CEQA Initial Studies, and Environmental Impact Reports.

- Placer Creek Corporate Center, Rocklin, California
- Folsom South Specific Plan, Sacramento County, California
- Arcade Creek Park Preserve, Citrus Heights, California
- Woodside Residential Development, Rocklin, California
- Jackson Township Specific Plan, Sacramento County, California
- Promontory Village, Sacramento and El Dorado Counties, California
- Avalon (Rocklin Business Park), Rocklin, California

**Habitat Mitigation and Restoration:** Mapped existing habitat conditions, proposed land use impacts and created habitat construction design.

- Silva Ranch Restoration Project, Sacramento County, California
- Folsom South Specific Plan, Sacramento County, California
- Jackson Township Specific Plan, Sacramento County, California



**Yurok Trails and Waterways Master Plan, Yurok Tribal Area: Humboldt and Del Norte Counties, CA.** Michael designed map layouts and feature symbologies for graphics used in community outreach open house meetings. He managed collected data and created one central geodatabase to house all project related spatial data for distribution to the Tribe and project team. He researched and acquired all relevant spatial data from outside sources for use in analysis and implementation of the project.

**Citrus Heights Creek Corridor Multi-Use Trail Feasibility Study, Citrus Heights, CA.** Michael was responsible for all map production and maintaining all spatial data. Michael created field mapbooks for use with site inspections and preliminary screening of potential creek corridor trail segments. He produced the preliminary screening maps used to devise the method of rating creek segments for potential corridor trails. Michael was responsible for storing, editing, converting, and sharing all spatial data with the project team.

**Hidden Falls Regional Park, Placer County, California.** Michael aided in the design of the map layout and feature symbologies for trail maps at the park. Using surveyed trail data he created a layout and template for development of a trail map and kiosk sign.

**Urban Levee Geotechnical Evaluations, California Department of Water Resources (DWR), Central Valley, California.** As GIS Analyst, Michael georeferenced and entered data into GIS. PBS&J was responsible for creating web-based mapping applications, spatial database design and management, and organizing onsite data collection teams to locate historical geotechnical data at client sites. In response to Hurricane Katrina and the lack of flood protection in the greater central valley region, the Governor initiated an emergency mandated project for DWR to perform an analysis of urban project levees. As a member of the geotechnical evaluations team Michael managed data collection for the urban levee geotechnical evaluations project including historical levee performance, location of boreholes, and other geotechnical related data.

**Floodplain Mapping Contract, DWR, California.** Michael served as a GIS Specialist on the GIS web application development, enterprise database design, and database management to improve or enhance floodplain management practices throughout the state. Tasks included a comprehensive levee database showing the location of more than 10,000 miles of levees, a mapping plan to provide detailed and approximate floodplain mapping throughout the state, assisting the state with preparing and submitting a post-disaster mitigation grant request, awareness mapping to reprioritize the planned production for 1,000 miles of stream, updating the governor's floodplain management task order, and aiding the state in developing an outreach program to inform levee districts.

**California Levee Database, DWR, California.** As a GIS Specialist, Michael assisted in creating a comprehensive

levee database showing the location and ownership or more than 10,000 miles of levees within the state. This project included the design of an Oracle-SDE geodatabase to support DWR levee inventory and maintenance activities. PBS&J was responsible for capturing a variety of information including spatial location and engineering and planning information. This process included gathering data from federal, state, and local agencies that are involved with levee maintenance.

**National Levee Database Inventory, USACE,** Locations throughout Louisville, Portland, Sacramento, St. Louis, Los Angeles, Savannah, Mobil, and Little Rock Districts. GIS Specialist. As a result of recent congressional action, the USACE received the mandate and resources to design and build a National Levee Database (NLD). The NLD will play a role in the proposed National Levee Safety Program and the Inspection of Completed Works Program. It will provide data for emergency response efforts and assist with coordination for FEMA's MapMod and Levee Certification programs. PBS&J performed the pilot inventory program for six selected districts and captured approximately 2,878 miles of levee centerline and profiles as part of the pilot program. The large components of this program include the surveying that captures the levee centerline and profiles within each district along with levee features and a geodatabase that conforms to specifications set forth by the USACE so that feature geometry can be stored in 3D and attributes that apply for sections of each linear feature.

**Mobile GPS Data Collection.** Michael created and implemented many geodatabases for use with Mobile handheld GPS devices, tablet PCs, and rugged laptops. Enabled teams to collect data in the field and input directly into team relational database.

**Air Force Real Property Agency (AFRPA) Geographer, McClellan, California.** Created maps for on-site contractors and used Environmental and Administrative Records to conform physical and environmental data for the AFRPA's internet mapping service

**Office of Environmental Health Hazard Assessment, Ecotoxicology Program GIS Analyst, Sacramento, California.** Mr. Brewer used GIS analysis to create Impervious Surface Coefficients for the different land use categories in the Dry Creek Watershed. He designed an alternative Low Impact site plan for Creek Side Estates development implementing on-site storm water treatment and preserving public access to the creek.

**Department of Planning and Community Development, GIS Analyst for Sacramento County, California.** Michael was responsible for creating and maintaining the Habitat Conservation and Open Space maps for the County. He assisted the open space team on several new development projects working with a team to map sensitive issues on the development sites such as Swainson's hawk nesting sites, wetlands, and vernal pools, as well as habitat conservation and mitigation sites.



# Ric Windmiller, MA, RPA

## Archaeologist

### Education

B.A. Anthropology, California State University, Sacramento, 1968

M.A. Anthropology, University of Manitoba, Canada, 1974

Post-grad, Anthropology, University of Arizona, Tucson, 1971-1973

Ph.D. program, Anthropology (all but dissertation), University of Colorado, Boulder, 1975

### Registrations

Registered Professional Archaeologist

**Ric Windmiller** has directed both small and large-scale cultural and paleontological research projects since 1970. He has conducted research for public and private sector clients in California, Nevada, Arizona, New Mexico and Colorado. Windmiller holds Cultural Resource Use Permit CA-05-10 for all Bureau of Land Management Lands in California and Nevada Antiquities Permit No. 381 to conduct preliminary and extensive survey and excavations of archaeological, paleontological and historic sites in the State of Nevada. He has served as staff archaeologist at the University of Arizona, University of Colorado and the National Park Service, Western and Southwest Regions.

### Representative Experience

**Darling Way Bike Trail Extension.** Cultural resources inventory for bike trail extension project in City of Roseville, Placer County.

**Arcade Creek Park Preserve, Sacramento County.** The Sunrise Recreation and Park District planned to develop a community park from an undeveloped property north of shopping centers at the Greenback and Sunrise Avenue crossroads. The park master plan called for a multi-use trail, off-street parking, information kiosk and other amenities. Ric Windmiller, Consulting Archaeologist provided a cultural resources inventory and evaluation to meet U.S. Army Corps of Engineers guidelines for National Historic Preservation Act, Section 106 review, as well as to meet CEQA guidelines and advisories.

**Riverwalk Pedestrian Trail.** Historic Property Survey Report and Archaeological Survey Report for a proposed pedestrian trail in the City of Portola, Plumas County.

**Westside Service Center, Modesto, CA.** Archaeological resources inventory of a proposed fire department on an existing one-acre park.

**Doyle Park/Bechtel Telecommunications Project, Santa Rosa, CA.** Evaluation of archaeological resources for a proposed telecommunications project at Doyle Park.

**Stanford Mansion, Sacramento, CA.** Archaeological excavations, analysis and technical report in advance of elevator construction and underground utilities installation at Leland Stanford Mansion State Historic Park.

**Florin Road Downgrade Project, Sacramento.** Inventory and evaluation of historic buildings, archaeological sites and historic district in old town Florin.

**Tracy Multimodal Station, City of Tracy.** Cultural resources inventory and evaluation for a planned regional commuter rail service and

other mass transportation on five acres in the "Bowtie" area, City of Tracy, San Joaquin County.

**North Stockton Pipelines**, Presentation at preconstruction meeting at Stockton City Hall, on-site archaeological monitoring of up to three stations during grading and trenching for water and sewer pipelines for North Stockton, San Joaquin County.

**Airport Way-Yosemite Avenue Specific Plan**. Background studies on archaeological and historical resources in this region of southwest Manteca, San Joaquin County.

**Tracy Hills Interim Wastewater Reclamation Facility, Permanent Wastewater Reclamation Facility and Storm Drainage improvements Project**. Records search and cultural resources sensitivity assessment for the City of Tracy, San Joaquin County.

**City of Manteca General Plan Update**. Background study on archaeological and historical resources within the City of Manteca, San Joaquin County.

**Interstate 5-Sunset Hills Boulevard Interchange**. Cultural resource inventory, test excavations and evaluation of resources within 34 acre project area, Red Bluff vicinity, Tehama County.

**Folsom-Auburn Road Widening Project, Sacramento County, CA**. Historic Property Survey Report, Archaeological Survey Report and Historic Architectural Survey Report for a proposed road widening project between Folsom and Granite Bay.

**Metro Air Park-Interstate 5 Improvements**. Cultural resource inventory of a proposed highway interchange near Sacramento Metro Airport, Sacramento County.

**Lincoln Parkway Connector**. Cultural resources inventory of a proposed Highway 65-Del Webb community access at Lincoln, Placer County.

**Green Valley Road Improvements Project**. Cultural resources inventory of a proposed realignment of Miller Road to create a new intersection with Hidden Acres Drive

**Wise Road at North Ravine Bridge Replacement Project**. Historic Property Survey Report and Archaeological Survey Report for Caltrans funded, Placer County Department of Public Works project, Auburn area, Placer County.

**Mixed Use Suburban Development/Del Webb-Pulte Homes**. Archaeological resources inventory and evaluation for federal wetlands permitting and EIR. Project site of 3,000 acres, Tehama County, California

**Specific Plan EIRs/West Placer County; City of Manteca; City of Turlock**. Cultural resources inventory and assessment of impacts for a 5,000 acre specific plan EIR in Placer County, California; cultural resources overview and analysis of archaeological and historic architectural preservation issues for two specific plans in Manteca, San Joaquin County and an industrial specific plan in Turlock, Stanislaus County, California.

**Cultural Resources and Wireless Telecommunications Projects/GeoTrans, Inc**. Historic building evaluations, archaeological surveys, construction monitoring for archaeological resources and records searches for wireless telecommunications projects in northern California focusing on the Bay Area (San Francisco and surrounding cities).

**Residential Developments/Discovery Builders**. Archaeological inventories, evaluations; historic buildings documentation and evaluations on various sites, Contra Costa County, California.

**Commercial Development/City of Folsom**. Archaeological test excavations, analysis, recovery and reburial of human remains with cooperation of the Sacramento County Coroner, Native American Heritage Commission and the commission's appointed "most likely descendant." Folsom, Sacramento County, California.



AUBURN AREA RECREATION AND PARK DISTRICT  
REQUEST FOR PROPOSALS  
April 2016

**Riparian Vegetation Management Master  
Permitting  
and  
Environmental Review  
Consulting Services**

Auburn Recreation District  
Pamela Vann, Project Manager  
471 Maidu Drive  
Auburn, CA 95603  
(530) 885-0611 x107  
[pvann@auburnrec.com](mailto:pvann@auburnrec.com)

## REQUEST FOR PROPOSALS

For  
**Riparian Vegetation Management Master Permitting  
and  
Environmental Review  
Consulting Services**

April 2016

The Auburn Recreation and Park District (ARD) is requesting proposals for biological resource assessment, permitting and environmental consulting services from interested firms. The successful firm will be employed for the project described below in Section V. If your firm wishes to submit a proposal for this project, please submit two copies of your completed package to:

Pamela Vann  
Landscape Architect #4674  
471 Maidu Drive Ste. 200  
Auburn, CA 95603  
[pvann@auburnrec.com](mailto:pvann@auburnrec.com)

Proposals are due at the ARD District office (see address above), no later than 5:00 PM May 13, 2016.

### I.

#### INTRODUCTION AND SETTING

The Auburn Area Recreation and Park District (ARD) owns multiple park locations that include riparian areas which are in need of vegetation management for public health and safety purposes. These park properties include:

1. Regional Park
2. Meadow Vista Park
3. Placer Hills Park
4. Atwood Ranch Open Space Preserve
5. Ashford Park

ARD wishes to conduct a vegetation management program within riparian areas to address public health and safety concerns. Management activities will include tree, shrub and understory vegetation trimming, herbicide application and understory vegetation removal. ARD does not desire to do any extensive ground disturbance, excavation or instream work. The vegetation management program will be multiple years (minimum 5years) in duration. ARD is seeking a qualified consultant firm to provide the scope of services needed to obtain required permits and

environmental review approvals. ARD has identified a minimum scope of work ARD understands is necessary to put the vegetation management program in place and begin site work. The consultant's scope of work includes identifying the agency review processes and permits necessary to obtain required approvals, including the appropriate level of CEQA to be completed. All work will be coordinated with designated ARD employees.

This RFP has been prepared with the philosophy that the firm selected will provide all required services. This is expected to include, among other items, those responsibilities listed in Section V.

**INDEMNIFICATION NOTICE: All parties are hereby notified that under ARD's contract for services contemplated under this request for proposal and, to the furthest extent allowed by law, consultant firm shall indemnify, hold harmless and defend ARD and ARD's officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage), and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expenses) that arise out of, pertain to or relate to the negligence, recklessness or willful misconduct of the consultant firm, its principals, officers, employees, sub-consultants, agents or volunteers.**

## II.

### PROPOSAL PROCESS AND FIRM SELECTION

No preference will be given to any firm on the basis of contracts other than proposals submitted in response to this RFP and the subsequent selection process.

Proposals will be used to evaluate firms in an initial screening round. A final selection will be made by the District Administrator, subject to approval by the ARD Board of Directors.

All proposals received by the deadline will be reviewed by ARD for content, completeness, experience and qualifications. After those firms deemed the most qualified are selected in the initial round of screening, further evaluation of the selected firms may be conducted as part of the final selection process. ARD staff may elect to conduct phone interviews to identify a firm they wish to negotiate a contract amount with. ARD reserves the right to select the most qualified firm based upon demonstrated competence and final negotiated fee. ARD reserves the right to select the firm which, in its sole judgement, best meets the needs of the District. ARD reserves the right to reject any or all proposals.

**III.**  
**TIMELINE**

Proposals are due in ARD's office, **471 Maidu Drive Auburn CA 95603** no later than 5PM May 13, 2016. Proposals may NOT be submitted by facsimile transmitter ("fax"). Late proposals are unlikely to be accepted, however, ARD reserves the right to make individual exceptions.

It is anticipated that the screening process will occur in mid May 2016. ARD staff anticipates a contract will be issued end of May/early June upon Board approval at their May 28, 2016 meeting. The selected firm will be asked to sign an ARD approved professional services contract.

**IV.**  
**SELECTION CRITERIA**

Proposals submitted in response to this RFP will be evaluated on the following criteria: Please note the cautionary requirements statements included at the end of Section VI.

The successful firm will demonstrate through its proposal that it has carefully studied the District's expectations as stated in the RFP. The proposal and presentation of completed projects must show that the firm has the professional capability and demonstrated competence to successfully complete the scope of work.

Selection criteria include:

- Approach project firm will bring to project
- Previous experience with a public agency
- Experience with similar projects and processes
- Firm's knowledge of applicable agencies, regulations and permitting requirements
- Experience with Placer County Environmental Review
- Individual strengths of team members, including sub-consultants
- Knowledge and experience with CEQA on similar projects
- Proven experience related to project management responsibilities
- Firm's professional reputation: timeliness of work, client relationships
- Responsiveness to the RFP – breadth and quality of response

**V.**  
**PROJECT DESCRIPTION AND SCOPE OF WORK**

The project is listed below with a brief background and narrative description. This reflects currently identified conditions and may be amended by ARD.

The Auburn Area Recreation and Park District (ARD) owns multiple park locations that include riparian areas which are in need of vegetation management for public health and safety purposes. These park properties include:

1. Regional Park
2. Meadow Vista Park
3. Placer Hills Park
4. Atwood Ranch Open Space Preserve
5. Ashford Park

ARD wishes to conduct a vegetation management program within riparian areas to address public health and safety concerns. Management activities will include tree, shrub and understory vegetation trimming, herbicide application and understory vegetation removal. ARD does not desire to do any extensive ground disturbance, excavation or instream work. The vegetation management program will be multiple years (minimum 5 years) in duration, with a possible option to extend the permits obtained. ARD is seeking a qualified consultant firm to provide the scope of services needed to obtain required permits and environmental review approvals. The following is a minimum scope of work ARD understands is necessary to put the vegetation management program in place and begin site work. The consultant's scope of work includes identifying and verifying the agency review processes necessary to obtain required approvals, including the appropriate level of CEQA to be completed.

Estimated Scope of Service:

The project will kick-off with site visits to each park, with ARD staff, to verify the areas at each location where the scope of work is to be focused and permits obtained.

1. Biological Resources Assessment
  - Prepare a Master Biological Resources Assessment (BRA) for the above listed parks. The BRA should evaluate existing site conditions, biological resources and wetlands. The consultant will conduct biological surveys of each park to identify habitat, sensitive vegetation communities, inventory plant species and the parks' potential to support special-status plant and wildlife species.
  - The Master BRA shall be comprehensive in detail and include Site Map, Vicinity Map, Soils Map and A Biological Communities Map, at a minimum.
2. CDFW 1600 Streambed Alteration Agreement for Routine Maintenance
  - Prepare a Streambed Alteration Notification covering "Routine Maintenance" activities for the listed ARD parks for submittal to the California Department of Fish and Wildlife (CDFW) covering proposed vegetation management activities over a minimum five year period, with an option to extend the permitting time length. Consultant is to provide liaison services during the notification review process.
  - Scope of work includes necessary on-site field meetings with ARD staff and agency personnel as needed.
3. U.S. Army Corp of Engineers (Corps) Notification – Atwood Ranch Open Space Preserve
  - Provide Corps Notification and approval as specified in Section 4.3 of the Atwood Ranch Open space Preserve Operations and Management Plan. Corp Notification is required for vegetation management activities proposed. Consultant to provide Corps Notification including a written description of proposed activities, timing, methods and mapping.
4. California Environmental Quality Act – Initial Study/Mitigated Negative Declaration (CEQA)

- Prepare an Initial Study/Mitigated Negative Declaration (IS/MND) per 40 CFR 1501.3 and CEQA Guidelines Section 15063.
  - Prepare a Notice of Completion (NOC) for transmittal to the State Clearinghouse (SCH) and a Notice of Intent (NOI) per CEQA Guidelines Section 15072. Prepare Summary Form to accompany digital copies of the IS/MND.
  - Incorporate client comments into documents, make necessary revisions and finalize the IS/MND, NOI, NOC and SCH Summary Form. Submit all documents to appropriate agencies.
  - Respond to Comments and Prepare Mitigation Monitoring and reporting Program.
  - Provide all electronic and bound copies necessary for submittal and for ARD use.
  - Coordinate the publication of the applicable Notice(s) and posting(s)
  - Prepare Notice of Determination
5. AB 52 UAIC Notification
- Prepare notification for the Tribes in accordance with CEQA review process as required by Code section 21080.3 (b) Request for Formal Notification of Proposed Projects within the United Auburn Indian Community (UAIC) of the Auburn Rancheria.

## VI.

### RESPONDING TO THIS RFP

It is the desire of ARD to receive accurate and easily comparable information from all interested firms. We have structured this RFP process in a way which allows for variation in proposals while asking all respondents to provide needed basic information. The process should not get in the way of your proposal and we do not expect flashy or very lengthy proposals. Proposals should be, but are not required to be, presented in an 8.5" x 11" size.

Further, we ask that the proposal be prepared and submitted by the individual consultant or teams of individuals who will be directly involved with our projects. We respect senior partners but very much want to meet with the people with whom we may work on a long-term basis. We ask that the individual or individuals who will have the greatest on-site presence be identified and serve as the firm's representative during the selection process.

1. Cover Letter/Letter of Interest

Indicate name of lead consultant who will serve as contact for your firm and be ARD's project contact throughout the project. Please state firm name, address of office submitting proposal (also include address of main firm office if proposal is submitted by a branch office), telephone number, e-mail, fax number, type of firm (e.g., corporation, partnership, proprietorship), and California license number.

2. Firm Organization/Credentials/Professional Experience

Please provide a brief description of your firm including number of years in business, professional experience with public agency permitting and environmental review (CEQA) projects, number of employees, whether exhibits will be drafted by hand or on a CAD system.

Also identify the office(s) which will perform the work including a description of responsibilities for each office if multiple offices are involved. If multiple offices of a single firm or multiple firms will be involved in the design process, please include an organizational diagram and narrative clearly and concisely explaining the roles of each office and the management structure used by the project consultant to coordinate all aspects of the project.

### 3. Project Team

Identify the following key members of the project team and state their experience and qualifications:

- \* Principal/Partner in charge
- \* Project manager/lead consultant
- \* Associated team members and sub-consultants
- \* Sub-consultants

Personnel identified for these positions are expected to be involved throughout the life of the project. The project lead consultant will be responsible for coordination and communication with the ARD and for coordinating the work of all members of the project team.

### 4. Firm Resources

Please describe any special strengths your firm will bring to the project that are not elsewhere stated in your proposal. We are especially interested in your firm's experience working with regulatory and public agencies.

Please indicate for your firm's last three similar public work planning projects.

### 5. Financial/Insurance

Indicate amount of errors and omissions insurance coverage. Indicate amount of professional liability insurance coverage.

Provide an estimate of fees for the scope of service proposed in your response.

Describe how your firm's fees for professional services are calculated. Discounts from these rates will be favorably reviewed by ARD.

### 6. Examples of Relevant projects

Please describe at least three projects which you feel demonstrate your firm's ability to accomplish this project. Refer again to Section IV for selection criteria. Brevity will be appreciated. All documents must fit into an 8.5" x 11" format; diagrams no larger than 11" x 17" are acceptable if folded.

### 7. Client References

Please list at least four recent (past five years) clients for whom your firm has provided similar work. Please include a contact person's name, telephone number, and identify project.

8. Detailed Scope of Work and Deliverables

Detail all tasks in the scope of work to be completed and identify deliverables.

9. Cautionary Statements:

- Direct contact with members of the ARD board: Respondents are warned that any direct contact with a member of the Board regarding a proposal is likely to result in that firm's disqualification from the process.
- Sufficient information has been presented in this RFP to submit a proposal. We ask that firms direct all questions to Pamela Vann and not contact other ARD staff directly.

## APPENDIX ONE

### EXHIBITS:

- AERIAL MAP SHOWING REGIONAL PARK
- AERIAL MAP OF ASHFORD PARK
- AERIAL MAP OF ATWOOD NATURE PRESERVE
- AERIAL MAP OF PLACER HILLS PARK
- AERIAL MAP OF MEADOW VISTA PARK



**Attachment A. Cost Estimate - WPT and Nesting Surveys**

Proposal #: \_\_\_\_\_

Project: VMP - 5 Sites

Client: ARD

Date Prepared: 5/24/2016

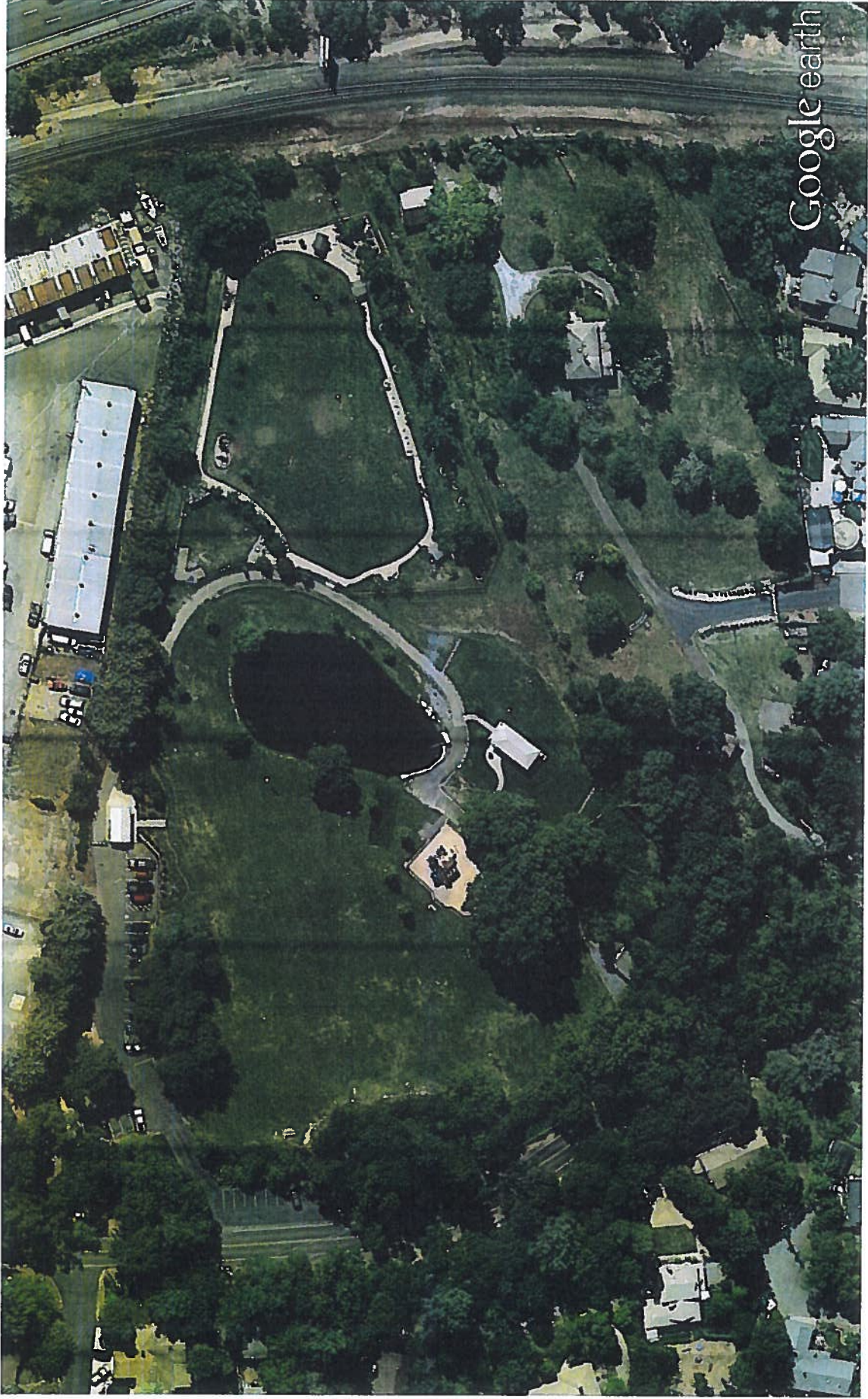
| Employee               | Markus J Lang   | Lisa R Achter   | Craig P Seitenrich       | Tyler R Friesen     | Labor Hours | Labor @ Billing Rates | Direct | Total |
|------------------------|-----------------|-----------------|--------------------------|---------------------|-------------|-----------------------|--------|-------|
| Employee Type          | Project Manager | Field Biologist | Senior Aquatic Ecologist | GIS/Graphics-Senior |             |                       |        |       |
| % Used on job          | 16%             | 21%             | 55%                      | 9%                  |             |                       |        |       |
| Adjusted Rates for ARD | 150.00          | 120.00          | 165.00                   | 120.00              |             |                       |        |       |

Task 1: Pre-Implementation Nesting Bird Surveys (per site\*)

|                                  |   |    |    |   |    |       |    |          |
|----------------------------------|---|----|----|---|----|-------|----|----------|
|                                  | 1 | 12 |    | 1 | 14 | 1,710 | 50 | 1,760.00 |
| Task 2: Protocol Surveys for WPT |   |    |    |   |    |       |    |          |
| Site 1 (base cost)               | - | -  | 18 | 2 | 20 | 3,210 | 20 | 3,230.00 |
| Site 2                           | - | -  | 6  | 1 | 7  | 1,110 | 20 | 1,130.00 |
| Site 3                           | - | -  | 8  | 1 | 9  | 1,440 | 20 | 1,460.00 |

Task 3: Project Management

|               |       |       |       |     |    |       |     |                    |
|---------------|-------|-------|-------|-----|----|-------|-----|--------------------|
|               | 8     | -     |       |     | 8  | 1,200 |     | 1,200.00           |
| Total Hours   | 9     | 12    | 32    | 5   | 58 | 8,670 |     | 8,670.00           |
| Total Billing | 1,350 | 1,440 | 5,280 | 600 |    | 8,670 | 110 | <u>\$ 8,780.00</u> |



ASHFORD PARK AUBURN RAVINE ROAD AUBURN CA



ATWOOD RANCH OPEN SPACE PRESERVE AUBURN, CA

MDPK



PLACER HILLS PARK MEADOW VISTA, CA



REGIONAL PARK 3770 RICHARDSON DRIVE AUBURN, CA

## **Item 8.3 Cover sheet – Youth Services Job Description Amendments, including CA SB792**

**Auburn Area Recreation and Park District Policy Committee meeting June, 2016; Board of Directors meeting June, 2016**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) approve amendments to the job descriptions for the Youth Services Department? Most of the changes are mandated per CA SB792.

### **Background**

California SB792 mandates that all day care centers, as part of their licensure requirements, will have to maintain vaccination records for employees and volunteers for influenza, pertussis (whooping cough) and measles. A fact sheet regarding SB792 is attached.

Amendments are also made for changes to the tuberculosis skin test and for the driver's license requirement. These changes are unrelated to CA SB792.

### **Recommendation for the Board of Directors**

Staff recommends amending the ARD Youth Services job descriptions to match this new legislation.

The Policy Committee recommended approving these changes.

### **Fiscal Impact**

N/A

### **Attachments**

SB792 Fact Sheet

Youth Services job descriptions with amendments highlighted

Fact Sheet for Day Care Centers and Family Day Care Homes  
SB 792 (Mendoza) Vaccines for Day Care Workers

**What is Required**

Under SB 792, day care centers and family day care homes, as part of their licensure requirements, will have to maintain vaccination records for their employees and volunteers for influenza, pertussis, and measles as outlined below. Failure to maintain accurate records will be treated like any other violation of licensure requirements.

**Cost to Employees**

All the vaccines required in SB 792 are covered *at no cost* by insurance plans under the Affordable Care Act. Insured employees and volunteers can contact their primary care physician to receive the vaccine with no co-pay, regardless of any minimums or maximums in their plans. Uninsured employees should contact Covered California to sign up for the plan that works for them.

Employees can be vaccinated a variety of ways:

- Contact their primary care physician
- Contact their local health department:  
<http://www.cdph.ca.gov/programs/immunize/pages/californialocalhealthdepartments.aspx>
- Find private providers offering vaccines to the public:  
<http://www.vaccines.gov/getting/where/>

**Grace Period**

SB 792 does not go into effect until September 1, 2016. This will give day care centers a year from the time of its signing to the time of its implementation. It also allows local health departments to include day care workers in their annual summer vaccination campaigns.

SB 792 also allows a 30-day period of conditional employment. In other words, a person has 30 days after they begin working or volunteering to gather appropriate immunization records.

**Vaccinations Required**

***Influenza***

*Reasoning:* According to the California Department of Public Health (CDPH), “the flu can be a serious disease that can lead to hospitalization and sometimes even death. Anyone can get sick from the flu.” Furthermore, “children younger than 5, but especially younger than 2 years old” are at serious risk of complications from the flu. “Since 2004-2005, flu-related deaths in children reported to CDC during regular influenza seasons have ranged from 35 deaths (during



2011-2012) to over 150 deaths (during 2012-2013). However, during the 2009 H1N1 influenza pandemic, (April 15, 2009 to October 2, 2010), 348 pediatric deaths were reported to CDC.” Death and illness from the flu is preventable. Individuals with the flu can be contagious for 24 hours before showing signs of symptoms, which is why vaccination is important – it is not enough simply to refrain from working while ill.

*Annual Requirement:* Flu viruses change each year, which is why an annual vaccine is required. The vaccine is usually available in the fall, and early vaccination is recommended in order to prevent the spread of the flu. Under this bill, employees and volunteers will need to show that they have been vaccinated between August 1 and December 1 of each year.

*Opting out:* Employees may decline to receive the influenza vaccine.

*Record Keeping:* Employers must have **ONE** of the following records for each employee/volunteer:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee’s physician that there is a medical reason not to vaccinate the employee
- A statement from the employee’s physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu

*Cost to employee:* Insured employees can receive the flu vaccine for free from their primary care physician. Uninsured employees have a variety of options. Influenza vaccines cost \$15 at Costco.

### ***Pertussis (Whooping Cough)***

*Reasoning:* According to CDPH, there were 11,114 reported cases of whooping cough with three infant deaths in 2014. Infants receive their first pertussis immunization at two months of age, but they are not fully immunized until they have received several doses. Infants too young to be immunized rely on those around them to maintain their immunity.

*Record Keeping:* Employers must have **ONE** of the following records for each employee and volunteer:

- A copy of an immunization record for pertussis
- A statement from the employee’s physician that there is a medical reason not to vaccinate the employee
- A statement from the employee’s physician that the employee is already immune to pertussis

*Cost to employee:* Insured employees can receive the pertussis vaccine for free from their primary care physician. Uninsured employees have a variety of options. Pertussis vaccines cost \$49 at Costco or \$55 at WalMart.

### ***Measles***

*Reasoning:* According to the CDC, "Measles can cause serious health complications, such as pneumonia or encephalitis, and even death. Children younger than 5 years of age and adults older than 20 years of age are at high risk of getting a serious case of measles. About 1 in 4 unvaccinated people in the U.S. who get measles will be hospitalized; 1 out of every 1,000 people with measles will develop brain swelling (encephalitis); 1 or 2 out of 1,000 people with measles will die, even with the best care."

*Record Keeping:* Employers must have **ONE** of the following records for each employee and volunteer:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

*Cost to employee:* Insured employees can receive the measles vaccine for free from their primary care physician. Uninsured employees have a variety of options. Measles vaccines cost \$79 at WalMart.

## **YOUTH SERVICES MANAGER**

**DEFINITION AND PURPOSE:** Under the general direction of the District Administrator, the Youth Services Manager will be responsible for developing and implementing the major functions of the Discovery Club, Day Camp and other related programs. The Manager is responsible for training a staff of Coordinators, Directors and others to assist with these duties. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

### **ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer youth service staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Maintains a positive relationship with parents, school administration, general public and staff. Acts as a Department liaison with various community groups
- Responsible for maintaining accurate and up to date files on all site activities. Prepares and presents analytical reports on programs and services
- Oversees disaster drills, promotion of playground/program safety as required
- Responsible to follow through on all accident and injury reports
- Responds quickly to all safety related issues
- Coordinates the use of school facilities, and solicits other community resources in the implementation of programs. Participates in various Departmental, District and community committees
- Design, implement and monitor yearly budgetary guidelines for all above programs
- Review and approve department time on the time clock system; ensure that all entries are correct
- Responsible to keep staff informed of and ensuring compliance with District policies and procedures as well as Federal, State and local requirements, including Title 22, Division 12, of Community Care Licensing
- Works closely with District Administration and District Office in matters related to the Youth Services programs
- Creates and distributes program marketing materials.
- Ensure completion of paperwork by all new departmental hires
- Answers telephone and responds to questions from the public

### **NON-ESSENTIAL JOB FUNCTIONS:**

- Responsible for all purchasing of program supplies
- Ensure informative voice mail outgoing messages are current
- Plans/participates in special events, community involvement and/or field trips
- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to Youth Services programs; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing and spreadsheets, preferably on PC based systems; have knowledge of the following: Theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

## EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High school diploma or equivalent and 18 years of age or older. Completion of 15 semester units in Early Childhood Education or related units which must include Administration class dealing with Title 22 (State Licensing Requirement) plus a minimum of four years supervising elementary/preschool-aged children.

**And/or:** an A.A. degree from an accredited college or university with a minimum of two years supervising elementary /preschool aged children. 15 units in Early Childhood Education or related units must be included within degree units including 3 units of Administration for Title 22.

**And/or:** a BA degree from an accredited college or university with at least one year experience supervising elementary or preschool aged children. 15 units in Early Childhood Education or related units must be included within/extra of degree units including 3 units of Administration for Title 22.

Any other new licensing requirements will have to be completed as required.

Two or more years of experience in staff management. Must have working knowledge of before/after school programs and policies.

## LICENSES, CERTIFICATES AND IMMUNIZATIONS

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

## WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

*Youth Services Manager - Job Description*  
*REVISED April 1, 2016*

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required.

**COMPENSATION:** Salaried exempt non-union position.

Wage rate range

\$22.60 - \$30.30

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

## **YOUTH SERVICES PROGRAM COORDINATOR**

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Youth Services Program Coordinator will develop and implement a program of enrichment and recreation activities for day camp and accept program responsibility in the Youth Services Manager's absence. The Coordinator may also be assigned as a Site Director.

### **ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Plan and supervise total day camp program, including staff, and provides training
- Exhibit creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations
- Provide effective classroom management
- Plan and execute all field trips and special events at day camp
- Plan a snack calendar and prepare a food order based on inventory needs
- Maintain accurate and current files on all children in the program
- Oversee payments, including subsidy cases. Follow up with outstanding accounts. Process paperwork in a timely manner
- Conduct disaster drills for the safety of all children and staff
- Responds quickly to all safety related issues
- Report suspected child abuse to Child Protective Services in a timely manner. Alert the Youth Services Manager and provide a copy of the paperwork submitted
- Address Workers' Compensation accidents immediately and follow through in accordance with the policies and practices of the District. Report all accidents/incidents/injuries to the Youth Services Manager and process essential paperwork in a timely manner
- Create and maintain an appealing classroom environment, adapting for changing seasons and themes. Oversee sanitary practices and cleanliness of the facility
- Purchase and gather supplies for day camp
- Alert the Youth Services Manager regarding issues with payments, parents, safety, building maintenance or any area directly impacting the program
- Maintain positive relationships with parents, school personnel, co-workers, other District employees and the public in accordance with good customer service practices and District policies
- Provide input for staff reviews as requested
- Fulfills duties of Site Director if assigned or substituting for a Director

### **EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

- Plan/participate in special events, community involvement and/or field trips
- Attend departmental meetings as scheduled
- Other duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

Exhibit a basic competency in core subjects to assist students with homework; possess good communications skills, both oral and written, including basic computer skills; ability to follow program procedures and demonstrate good judgment, especially in regard to safety; knowledge of Title 22, Division 12, meeting all State Licensing requirements as applicable. Department of Justice clearance, including Child Abuse Index; effective classroom management skills; creativity and attention to detail and follow-through; positive staff management and problem-solving skills.

## EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Candidate must fulfill the requirements for a Director as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed fifteen units of Early Childhood Education, including Administration.

**Or** Six units in Early Childhood Education, of which three units are Administration, and nine units toward a teacher/recreational or related degree for a total of 15 units. Units and training hours may be combined to meet the total educational requirement. A minimum of four years' experience supervising children.

**Or** A.A. degree from an accredited college or university with at least 3 units in Early Childhood Education or related areas and 3 units in Administration. A minimum of two years' experience supervising children.

**Or** B.A. degree from an accredited college or university with at least 3 units of Early Childhood Education or related areas and 3 units in Administration. A minimum of one year of experience supervising children.

**Or** Child Development Site Supervisor Permit.

**Or** Child Development Program Director Permit.

Any other new licensing requirements as they arise.

Preschool directors: Early Childhood Education units required (no related areas accepted). A.A. and B.A. degrees must have a major or emphasis in early childhood education or child development. All other requirements for preschool child care centers apply.

In addition to the above, two or more years of experience in staff management is required.

## LICENSES, CERTIFICATES AND IMMUNIZATIONS

A current CPR and First Aid certificate as specified by State Licensing is mandatory. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment. Health clearance required, dated not more than one year prior or seven days after initial presence at the child care center. A certificate for 15 hours of training on preventive health practices may also be required.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

*Youth Services Program Coordinator - Job Description*

*REVISED April 1, 2016*

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

## **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required.

**COMPENSATION:** Full-time union position.  
Part-time/temporary/seasonal non-union position.

Wage rate range

\$17.28 - \$23.17

\$16.16 - \$21.66 (non-Calpers)

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**



## **YOUTH SERVICES PROGRAM LEADER I**

State licensing term: Teacher Aide

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Program Leader I provides academic support and assists with enrichment and recreation activities for elementary school students, along with miscellaneous duties. Program Leaders work for total program needs, not for one specific site.

### **ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Follows lead direction of the Youth Services Coordinator during Day Camp and Youth Services Site Director during Discovery Club
- Assist with program activities such as sports, games, special events, arts and crafts, drama and social activities.
- Offer homework assistance
- Assist with supervision of students including recreational activities and playground use
- Promote safety at all times, reporting potential safety issues or injuries immediately to the Director on duty
- Complete accident reports in a timely manner
- Maintain accurate reports of children's behavior and/or other concerns and communicate to the Director on duty
- Maintain positive relationships with parents, school personnel, co-workers, other District employees and the public in accordance with good customer service practices and District policies

### **NON-ESSENTIAL JOB FUNCTIONS:**

- Assist in the preparation, serving and clean up of snack items
- Assist with basic cleaning duties (vacuum/sweep floor, dust, clean windows, bathrooms, empty trash, etc.) and maintenance of the room, including setting up and tearing down
- Perform other related work/duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

Exhibit a basic competency in core subjects to assist students with homework; possess good communications skills, both oral and written, including basic computer skills; Ability to follow program procedures and demonstrate good judgment, especially in regard to safety; knowledge of Title 22, Division 12, meeting all State Licensing requirements as applicable. Department of Justice clearance, including Child Abuse Index; effective classroom management skills; creativity and attention to detail and follow-through.

### **WORK ENVIRONMENT**

The position requires working in both an indoor, temperature controlled classroom environment and in outdoor environment in all weather conditions including wet, heat, cold, and exposure to dust, pollen and cleaning chemicals. The position requires both near and far vision and competent/adequate hearing when supervising children both in the classroom and on the playground. The noise level of the indoor setting can be loud. Must be available to work on days and times assigned, which may require split shifts or substituting. Work days may also include Day Camp when Discovery Club is not in session, an occasional weekend, holiday or evening hours. Capable of walking, running, standing, playing games up to 90% of the work day, occasionally on uneven terrain. Able to climb stairs, lift items up to 30 lbs., push or pull ball carts and equipment and to assist children in case of injury.

### **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

Candidate must fulfill the requirements for a Teacher Aide as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California. Position requires the immediate supervision of a Program Leader II, III, Director, Coordinator or Manager.

*Youth Services Program Leader I - Job Description*

*REVISED April 1, 2016*

High school degree or equivalent. Must be 18 years of age. In addition:

Must have completed or be currently enrolled in at least two units of postsecondary semester or equivalent quarter units in Early Childhood Education or related college units and continue until six units are completed. Twenty training hours may be substituted for each unit of education. Units and training hours may be combined to meet the total education requirement.

**Or** if between the ages of 16 and 18, must be enrolled in an occupational program conducted by an accredited high school or college (such as R.O.P.) or have a high school degree.

Preschool: R.O.P. (child care) certificate and completion of at least 2 ECE units per semester/quarter until six units are completed. (no related subjects accepted) All other requirements for a preschool aide apply.

Temp/seasonal (day camp): at least 16 years of age, no education requirements and are not subject to licensing regulations.

Experience preferred but not required, such as R.O.P., coaching children's sports, babysitting, or volunteering with children's groups such as Boy/Girl Scouts.

### **LICENSES, CERTIFICATES AND IMMUNIZATIONS**

First aid and CPR certifications (as specified by State Licensing) are strongly recommended but not required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment. Health clearance required, dated not more than one year prior or seven days after the initial presence at the child care center. Temp/seasonal (day camp): Health clearance not required.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

*Youth Services Program Leader I - Job Description*

*REVISED April 1, 2016*

**COMPENSATION:** Part-time/temporary/seasonal non-union position.

Wage rate range

\$10.40 - \$13.12

\$10.20 - \$12.87 (non-Calpers)

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

*Youth Services Program Leader I - Job Description*

*REVISED April 1, 2016*

## **YOUTH SERVICES PROGRAM LEADER II**

State licensing term: Teacher

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Program Leader II assists in providing academic support and facilitating enrichment and recreation activities for elementary school students, along with miscellaneous duties. Program Leaders work for total program needs, not for one specific site.

### **ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Follows lead direction of the Youth Services Coordinator during Day Camp and Youth Services Site Director during Discovery Club
- Assist with program activities such as sports, games, special events, arts and crafts, drama and social activities
- Demonstrate effective classroom management
- Offer homework assistance
- Lead recreational activities and supervises playground use
- Promote safety at all times, reporting potential safety issues or injuries immediately to the Director on duty
- Complete accident reports in a timely manner
- Maintain accurate reports of children's behavior and/or other concerns and communicate to the Director on duty
- Administer medications as directed by the parent in accordance with the proper medical forms and procedures

### **NON-ESSENTIAL JOB FUNCTIONS:**

- Assist in the preparation, serving and clean up of snack items
- Contribute to the planning and implementation of activities and events as the need arises
- Assist with basic cleaning duties (vacuum/sweep floor, dust, clean windows, bathrooms, empty trash, etc.) and maintenance of the room, including setting up and tearing down
- Other duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

Exhibit creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations; exhibit a basic competency in core subjects to assist students with homework including basic computer skills; maintain positive relationships with parents, school personnel, co-workers, other District employees and the public in accordance with good customer service practices and District policies; possess good communication skills, both oral and written; ability to follow program procedures and demonstrate good judgment, especially in regard to safety; knowledge of Title 22, Division 12, meeting all State Licensing requirements as applicable. Department of Justice clearance, including Child Abuse Index; observe sanitary practices in the program environment; exhibit effective classroom management skills.

### **WORK ENVIRONMENT**

The position requires working in both an indoor, temperature controlled classroom environment and in outdoor environment in all weather conditions including wet, heat, cold, and exposure to dust, pollen and cleaning chemicals. The position requires both near and far vision and competent/adequate hearing when supervising children both in the classroom and on the playground. The noise level of the indoor setting can be loud. Must be available to work on days and times assigned, which may require split shifts or substituting. Work days may also include Day Camp when Discovery Club is not in session, an occasional weekend, holiday or evening hours. Capable of walking, running, standing, playing games up to 90% of the work day, occasionally on uneven terrain. Able to climb stairs, lift items up to 30 lbs., push or pull ball carts and equipment and to assist children in case of injury.

*Youth Services Program Leader II – Job Description*

*REVISED April 1, 2016*

## EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Candidate must fulfill the requirements for a Teacher as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed six units of Early Childhood Education or related units and enrolled in two units per semester/quarter until college units are completed in related or required subjects totaling twelve units. Twenty training hours may be substituted for each unit of education. Units and training hours may be combined to meet the total education requirement.

**Or** Child Development Assistant Permit.

Preschool: Early Childhood Education units only (no related areas accepted). All other requirements for a preschool teacher apply.

Minimum of six months of work experience in a child care program.

## LICENSES, CERTIFICATES AND IMMUNIZATIONS

A current CPR and First Aid certificate as specified by State Licensing is mandatory. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment. Health clearance required, dated not more than one year prior or seven days after initial presence at the child care center.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Temp/seasonal (day camp): CPR/First Aid certificate is preferable but not mandatory. Health clearance not required.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

*Youth Services Program Leader II – Job Description*

*REVISED April 1, 2016*

**COMPENSATION:** Part-time/seasonal non-union position.

Wage rate range

\$10.61 - \$14.62

\$10.40 - \$14.34 (non-Calpers)

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

*Youth Services Program Leader II – Job Description*

*REVISED April 1, 2016*

## **YOUTH SERVICES PROGRAM LEADER III**

State licensing term: Teacher

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Program Leader III assists in providing academic support and facilitating enrichment and recreation activities for elementary school students, along with miscellaneous duties. Program Leaders work for total program needs, not for one specific site.

### **ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Follows lead direction of the Youth Services Coordinator during Day Camp and Youth Services Site Director during Discovery Club
- Lead program activities such as sports, games, special events, arts and crafts, drama and social activities
- Demonstrate effective classroom management.
- Offer homework assistance
- Lead recreational activities and supervise playground use
- Promote safety at all times, reporting potential safety issues or injuries immediately to the Director on duty
- Complete accident reports in a timely manner
- Maintain accurate reports of children's behavior and/or other concerns and communicate to the Director on duty
- Administer medications as directed by the parent in accordance with the proper medical forms and procedures
- May substitute as Director for up to 30 days or be designated to represent the facility and receive licensing reports in Director's absence
- Perform other work/duties as assigned

### **NON-ESSENTIAL JOB FUNCTIONS:**

- Assist in the preparation, serving and clean up of snack items
- Contribute to the planning and implementation of activities and events
- Assist with basic cleaning duties (vacuum/sweep floor, dust, clean windows, bathrooms, empty trash, etc.) and maintenance of the room, including setting up and tearing down
- Communicate with parents regarding student concerns in Director's absence or as needed

### **KNOWLEDGE, SKILLS AND ABILITIES**

Exhibit creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations; exhibit a basic competency in core subjects to assist students with homework including basic computer skills; maintain positive relationships with parents, school personnel, co-workers, other District employees and the public in accordance with good customer service practices and District policies; possess good communication skills, both oral and written; ability to follow program procedures and demonstrate good judgment, especially in regard to safety; knowledge of Title 22, Division 12, meeting all State Licensing requirements as applicable. Department of Justice clearance, including Child Abuse Index; observe sanitary practices in the program environment; exhibit effective classroom management skills.

### **REQUIRED QUALIFICATIONS**

Candidate must fulfill the requirements for a fully-qualified Teacher as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

Education: High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed twelve units of Early Childhood Education or related college units. Twenty training hours may be substituted for each unit of education or units and training hours may be combined to meet the total education requirement.

**Or** current Child Development Associate (CDA) credential.

*Program Leader III – Job Description*

*REVISED April 1, 2016*

**Or** Child Development Teacher's Permit.

Preschool: Early Childhood Education units only (no related areas accepted). All other requirements for a preschool teacher apply.

Experience: Minimum of six months of work experience in a child care program prior to employment.

## **LICENSES, CERTIFICATES AND IMMUNIZATIONS**

A current CPR and First Aid certificate as specified by State Licensing is mandatory. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment. Health clearance required, dated not more than one year prior or seven days after initial presence at the child care center. Temp/seasonal (day camp): CPR/First Aid certificate is preferable but not mandatory. Health clearance required. Health clearance not required for seasonal employment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

## **WORK ENVIRONMENT**

The position requires working in both an indoor, temperature controlled classroom environment and in outdoor environment in all weather conditions including wet, heat, cold, and exposure to dust, pollen and cleaning chemicals. The position requires both near and far vision and competent/adequate hearing when supervising children both in the classroom and on the playground. The noise level of the indoor setting can be loud. Must be available to work on days and times assigned, which may require split shifts or substituting. Workdays may also include Day Camp when Discovery Club is not in session, and occasional weekend or evening hours. Capable of walking, running, standing, playing games up to 90% of the work day, occasionally on uneven terrain. Able to climb stairs, lift items up to 30 lbs., push or pull ball carts and equipment and to assist children in case of injury.

**COMPENSATION:** Part-time/seasonal non-union position.

*Program Leader III – Job Description*

*REVISED April 1, 2016*



Wage rate range

\$12.64 - \$16.47

\$12.39 - \$16.16 (non-Calpers)

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

*Program Leader III – Job Description*

*REVISED April 1, 2016*

## **YOUTH SERVICES PROGRAM SITE DIRECTOR**

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Site Director will be responsible for developing and implementing a program of academic support, enrichment and recreation activities for elementary school students. The Site Director will work for total program needs including day camp, and not for one specific site. The Site Director will also assist the Youth Services Manager and Coordinator with other related work/duties as assigned.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Supervises total program for site in accordance with Title 22, Division 12, of Community Care Licensing
- Follows lead direction of the Youth Services Coordinator during Day Camp
- Exhibits creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations
- Provides effective classroom management
- Plans and implements a weekly calendar of activities, ordering supplies as necessary
- Plans and implements a monthly snack calendar in accordance with licensing guidelines
- Prepares a food order based on inventory needs
- Maintains accurate and current files on all children and staff in the program. Alerts Youth Services Manager of any deficiencies
- Oversees payments, including subsidy cases. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Plans, conducts and documents disaster drills for the safety of all children and staff
- Maintains positive relationship with parents, staff, school personnel and the public in accordance with the policies and practices of the District
- Reports suspected child abuse to Child Protective Services in a timely manner. Alerts the Youth Services Manager and provides a copy of the paperwork submitted
- Addresses Workers' Compensation accidents immediately and follows through in accordance with the policies and practices of the District. Reports all accidents/incidents/injuries to the Youth Services Manager and processes essential paperwork in a timely manner
- Creates and maintains an appealing classroom environment, adapting for changing seasons and themes. Oversees sanitary practices and cleanliness of the facility
- Alerts the Youth Services Manager regarding issues with payments, parents, safety, school relations, building maintenance or any area directly impacting the program
- Supervises staff and provides on-the-job training where applicable
- Performs other work/duties as assigned
- Provide input for staff reviews as requested
- Answers telephone and responds to questions from the public
- Oversees safety practices and program procedures and demonstrates good judgment

### **NON-ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Plans/participates in special events, community involvement and/or field trips
- Provides periodic training/staff meetings for site staff in conjunction with the Youth Services Manager
- Attends departmental meetings as scheduled

*Youth Services Program Site Director - Job Description*

*REVISED April 1, 2016*

## **KNOWLEDGE, SKILLS AND ABILITIES**

Innovation and creativity; strong organizational skills; effective classroom management; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, and spreadsheets, preferably on PC based systems; exhibit a basic competency in core subjects to assist students with homework; have knowledge of the following: Title 22, Division 12 of Community Care licensing; theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees and the general public.

## **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Must be available to work on days and times assigned, which may require split shifts or substituting.

## **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

Candidate must fulfill the requirements for a Director as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed fifteen units of Early Childhood Education, including Administration.

**And/Or:** Six units in Early Childhood Education, of which three are Administration, and nine units toward a teacher/recreational or related degree for a total of 15 units. Units and training hours may be combined to meet the total educational requirement. A minimum of four years' experience supervising children.

**And/Or:** A.A. degree from an accredited college or university with at least 3 units in Early Childhood Education or related areas and 3 units in Administration. A minimum of two years' experience supervising children.

**And/Or:** B.A. degree from an accredited college or university with at least 3 units of Early Childhood Education or related areas and 3 units in Administration. A minimum of one year of experience supervising children.

**And/Or:** Child Development Site Supervisor Permit.

*Youth Services Program Site Director - Job Description*

*REVISED April 1, 2016*

**And/Or:** Child Development Program Director Permit.

Any other new licensing requirements will be necessary to fulfill.

Preschool directors: Early Childhood Education units required (no related areas accepted). A.A. and B.A. degrees must have a major or emphasis in early childhood education or child development. All other requirements for preschool child care centers apply.

**Experience:** In addition to the above, two or more years of experience in staff management is required.

### **LICENSES, CERTIFICATES AND IMMUNIZATIONS**

A current CPR and First Aid certificate as specified by State Licensing is mandatory. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment. Health clearance required, dated not more than one year prior or seven days after initial presence at the child care center. A certificate for 15 hours of training on preventive health practices may also be required.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

*Youth Services Program Site Director - Job Description*

*REVISED April 1, 2016*

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

**COMPENSATION:** Full-time/part-time/temporary/seasonal position.

Wage rate range

Full-time union position:

\$15.32 - \$20.54

Part-time/seasonal/temporary non-union position:

\$13.94 - \$18.68

\$13.02 - \$17.46 (non-Calpers)

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

*Youth Services Program Site Director - Job Description*

*REVISED April 1, 2016*