

AGREEMENT FOR SERVICES #539-S0611
AMENDMENT II

This Amendment II to that Agreement for Services #539-S0611, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Environmental Stewardship & Planning, Inc., a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 1621 13th Street, Sacramento, CA 95814; (hereinafter referred to as "Consultant");

WITNESSETH

WHEREAS, Consultant has been engaged by County to provide environmental services for the Rubicon Trail Master Plan for the Department of General Services, Airports, Parks and Grounds Division, in accordance with Agreement for Services #539-S0611, dated February 10, 2006, incorporated herein and made by reference a part hereof, and Amendment I, dated November 14, 2006, incorporated herein and made by reference a part hereof; and

WHEREAS, the parties hereto have mutually agreed to expand the scope, and increase the compensation by \$14,880.00, and extend the term of said Agreement, hereby amending **ARTICLE I – Scope of Services**, **ARTICLE II – Compensation for Services**, and **ARTICLE III - Term**; and

WHEREAS, the parties hereto have mutually agreed to amend **ARTICLE XIII – Notice to Parties** and **ARTICLE XX – Administrator**; and

WHEREAS, the parties hereto have mutually agreed to add **ARTICLE XXV – County Business License**.

NOW THEREFORE, the parties do hereby agree that Agreement for Services #539-S0611 shall be amended a second time as follows:

ARTICLE I

Scope of Services: Consultant agrees to perform environmental services for the Rubicon Trail Master Plan for the Department of General Services, Airports, Parks and Grounds Division. Services shall be in accordance with Revised Exhibit "A", marked "Rubicon Trail Master Plan, Phase IV Work Plan – CEQA Compliance", incorporated herein and made by reference a part hereof.

ARTICLE III

Compensation for Services: For services provided herein, County agrees to pay Consultant upon County's acceptance and subsequent approval of each task. Payments shall be made within thirty (30) days following County's said acceptance and approval. The total amount of this Agreement shall not exceed \$106,692.00, inclusive of all expenses, pursuant to Revised Exhibit "A", and Exhibit "B", marked "Board of Supervisors Policy D-1", incorporated herein and made by reference a part hereof.

ARTICLE III

Term: This Agreement, as amended, shall become effective upon execution by both parties hereto and shall cover the period of February 10, 2006 through June 30, 2008.

ARTICLE XIII

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be in duplicate and addressed as follows:

COUNTY OF EL DORADO
GENERAL SERVICES
360 FAIR LANE
PLACERVILLE, CA 95667
ATTN: JORDAN POSTLEWAIT, MANAGER OF AIRPORTS, PARKS, AND GROUNDS

or to such other location as the County directs.

Notices to Consultant shall be addressed as follows:

ENVIRONMENTAL STEWARDSHIP & PLANNING, INC.
THE JEFFERY BUILDING
2830 EYE STREET, SUITE 304
SACRAMENTO, CA 95816
ATTN: STEVE PETERSON

or to such other location as the Consultant directs.

ARTICLE XX

Administrator: The County Officer or employee with responsibility for administering this Agreement is Jordan Postlewait, Manager of Airports, Parks and Grounds, General Services Department, or successor.

ARTICLE XXV

County Business License: It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

Except as herein amended, all other parts and sections of that Agreement #539-S0611 shall remain unchanged and in full force and effect.

Requesting Contract Administrator Concurrence:

By: _____ Dated: _____

Jordan Postlewait
Manager of Airports, Parks, and Grounds
General Services Department

Requesting Department Head Concurrence:

By: _____ Dated: _____

Laura S. Gill
Chief Administrative Officer

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IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment to that Agreement for Services #539-S0611 on the dates indicated below, the latest of which shall be deemed to be the effective date of this Amendment.

--- COUNTY OF EL DORADO ---

Dated: _____

By: _____

Chairman
Board of Supervisors
"County"

ATTEST:
Cindy Keck
Clerk of the Board of Supervisors

By: _____ Date: _____
Deputy Clerk

--- CONSULTANT ---

Dated: _____

ENVIRONMENTAL STEWARDSHIP & PLANNING, INC.
A CALIFORNIA CORPORATION

By: _____

Steve Peterson
President
"Consultant"

By: _____

Corporate Secretary

Dated: _____

Rubicon Trail Master Plan Phase IV Work Plan - CEQA Compliance

Project Understanding

Environmental Stewardship & Planning, Inc. (ESP) has performed Phases 1 through 3 of the Rubicon Trail Master Plan development project, which included the identification of environmental and social constraints associated with the trail, coordination with agencies, user groups and other stakeholders to develop proposed Master Plan concepts, and the preparation of public/agency review draft Master Plans to solicit input and feedback from stakeholders. ESP has prepared and provided a Draft Rubicon Trail Master Plan to the Rubicon Trail Oversight Committee (ROC) for their consideration in the development of a Master Plan alternative. This work plan anticipates that both the consultant's recommended alternative and the ROC alternative will be submitted to the County Planning Commission and the Board of Supervisors (Board) for consideration. It is further anticipated that the Board will direct the preparation of California Environmental Quality Act (CEQA) review of both of these Master Plan alternatives. This CEQA compliance work plan has been prepared to define ESP's role in facilitating CEQA scoping, alternatives consideration, resource and social impact evaluations, and the preparation of a Draft and Final Environmental Impact Report (EIR) for the project.

This preparation of the EIR will utilize much of the resources evaluations conducted during previous phases of the Rubicon Trail Master Plan development process. Significant resources evaluation efforts included in this work plan are limited to conducting a Traffic Study and water quality sampling, testing and analyses. Detailed descriptions of the work effort required for these analyses are discussed below under subtasks 2.2 and 2.6, respectively.

Detailed Work Plan

Prepare Initial Study and Notice of Preparation and Conduct EIR Scoping

Task 1.1 Prepare Initial Study

ESP will prepare an Initial Study checklist evaluating the master plan alternatives to provide a preliminary assessment of potential impacts and significant issues. The Initial Study will include a summary description of the project and will serve as supporting documentation for the County's determination to prepare an EIR for the project. (Note that due to the anticipated level of public interest and the *potential* for significant environmental impacts associated with activities on the Rubicon Trail, this work plan assumes that an EIR will be necessary for project CEQA compliance.) The results of the Initial Study will also provide information that will enable subsequent detailed analyses conducted for the EIR to focus on primary issues of concern and those resources with the greatest potential for impacts resulting from the project. ESP will prepare a draft Initial Study for review by County staff and will prepare a final Initial Study with revisions based on County staff review.

*Deliverables: Electronic version of Draft Initial Study 20
copies of final Initial Study*

Task 1.2 Prepare NOP and Conduct Scoping Meeting

ESP will prepare and provide a draft CEQA Notice of Preparation (NOP) for County review and, with the incorporation of the County's comments, will prepare a final NOP for the EIR.

The NOP will meet the standards of CEQA Preliminary Review standards set forth in Guidelines Section 15060(d) by outlining the EIR's focus on the significant effects of the project and indicating briefly the County's reasons for determining that other effects would not be significant or potentially-significant. This discussion of the EIR's focus will be based on the findings presented in the Initial Study.

ESP will provide a camera-ready master and 50 copies of the NOP to be circulated to the public and interested agencies by the County. ESP will deliver 15 copies of the NOP and a Notice of Completion to the State Clearinghouse for distribution to State agencies. The NOP will be circulated for a minimum of 30 days.

ESP recommends that this document, and other substantive project information, be linked to the County's website. ESP will be pleased to provide electronic copies of deliverables and supporting information to support this outreach effort.

Deliverables: *Electronic version of draft NOP*
 1 camera-ready and 50 copies of final NOP
 1 Notice of Completion for State Clearinghouse
 15 copies of NOP delivered to the State Clearinghouse
 Scoping meeting materials

Task 1.3 Conduct Scoping Meetings and Prepare Comment Summary

The NOP will announce a public scoping meeting to be held near the end of the 30-day (minimum) NOP comment period. ESP will assist with the preparation for the scoping meeting, and will prepare a meeting agenda, exhibits, comments cards and sign-in sheets for the meeting. Following the NOP comment period, ESP will prepare a summary matrix listing the key comments and input received with recommendations regarding methods of addressing issues raised.

Deliverables: *Scoping Meeting Summary Memorandum*

Task 1.4 Define and Conduct Screening Evaluation for Project Alternatives

It is anticipated that the EIR scoping process will identify public and agency recommendations for considering alternatives to the consultant's recommended alternative and the ROC Alternative, as well as recommended modifications to specific elements within the two alternatives. ESP will review all such input and will develop an array of alternatives to reflect public and agency input. ESP will conduct a screening review of the recommended alternatives to determine the extent to which each alternative 1) achieves the project goals and objectives, and 2) has the potential to minimize or avoid adverse impacts that may be anticipated from the Consultant Recommended and ROC alternatives. ESP will prepare a written description of each of the alternatives and will summarize the screening evaluation process, considerations and conclusions. The alternatives that meet the above criteria will be included and assessed in the EIR.

Complete Analyses and Prepare Preliminary Administrative Draft EIR

The ESP team will conduct supplemental technical studies and environmental analyses necessary for the preparation of the project EIR. The ESP team will conduct impact assessment for the resource/topical areas as described in the following subtasks. In addition, the ESP team will meet with County staff to review the preliminary results of environmental analyses to develop project development phasing plans to minimize environmental impacts and development costs. Baseline resource data developed in previous project phases will be used to the maximum extent; however, ESP will also develop supplemental data necessary for the resources evaluations.

The results of these assessments will be presented in an Administrative Draft EIR and each resource/topical area will include: 1) a summary of baseline/existing conditions, 2) a description of the potential impacts (both beneficial and adverse) of each project alternative, and 3) proposed mitigation measures that may be necessary to minimize or avoid adverse impacts. Mitigation measures may include recommendations for modifying or adding specific elements of each alternative. This information will be developed and compiled in a Preliminary Draft EIR for review by County staff.

Task 2.1 Land Use and Land Use Plan Consistency Evaluation

Using information previously developed for the project reports, ESP will conduct a final review of the project alternatives' consistency with the 2004 El Dorado County General Plan, the El Dorado National Forest Land and Resource Management Plan, and other relevant regional planning documents. ESP will also review the Placer County General Plan elements for potential relevance. All potential conflicts will be identified in the Land Use section of the EIR.

Task 2.2 Transportation and Circulation Evaluation

ESP will retain Kd Anderson Transportation Engineers to prepare a traffic report for project area roadways. Kd Anderson will perform the following services:

Step 1: Data Collection and Review. Collect and review all previous traffic related work prepared on the project. This will include information contained in the draft Master Plan and documentation from previous project phases, unpublished work and/or traffic counts, and recent studies for other off-highway projects. In this task, Kd Anderson staff will also visit the site to collect pertinent data regarding usage, access, and parking, and to become familiar with the project area and potential issues.

Step 2: Organize and Analyze Traffic Surveys. Kd Anderson and ESP will coordinate with, Friends of the Rubicon, and other related agencies and parties to develop a procedure and schedule for the collection of traffic and parking data. Traffic surveys and counts will be performed on four separate weekends representing different degrees of usage of the Trail. The counts will be performed at four locations along the trail.

The locations to be included in the data collection effort will be the Loon Lake, Wentworth Springs, and Tahoe trailheads, and at the Ellis Creek intertie. Parking activity will also be quantified in the Loon Lake area.

This work plan and budget assumes that volunteers from the Friends of the Rubicon, Rubicon Oversight Committee, and Rubicon Trail Foundation will perform the traffic counting efforts. Kd Anderson will supervise the data collection, and collect directly the parking information. Two separate meetings are proposed with Friends of the Rubicon to familiarize participants with the process and to provide specific instructions regarding the data collection efforts

Prepare Traffic Report. KdAnderson will prepare a report summarizing the methodologies and findings of Steps 1 and 2, above. The report will present traffic information with support tabular and graphic materials as needed. Recommendations will be presented for any recommended potential traffic or trail treatments resulting from the study. A draft report will be submitted for review, and following comment from participating agencies/parties, a final report will be prepared.

The results of the traffic report will be incorporated into the Transportation and Circulation section of the Draft EIR.

Task 2.3 Air Quality Evaluation

ESP will provide a qualitative air quality impacts evaluation for the project. Air pollutant emission sources associated with Rubicon Trail use and management include vehicle emissions, emissions from trail maintenance equipment and smoke and particulates in camp fires. These emissions will be described and potential impacts on local and regional air quality will be presented in the Air Quality section of the Draft EIR.

Task 2.4 Noise Evaluation

ESP will utilize noise monitoring data collected during previous project phases to provide baseline and trail use noise information. The assessment will determine potential noise impacts that may be associated with the project alternatives and this information will be presented in the Noise section of the Draft EIR.

Task 2.5 Soils and Geological Resources Evaluation

ESP will prepare an evaluation of soils and geological resources conditions and impacts associated with activities on the Rubicon Trail. This information will be used to determine the potential impacts of the project alternatives, and will be presented in the Soils and Geology section of the Draft EIR.

Task 2.6 Hydrology and Water Quality Evaluation

ESP will utilize information collected to date through its collaboration with California State University, Sacramento to present existing water quality conditions and will seek to define the effects of Rubicon Trail use on water resources and quality. The result of these analyses will be documented in a technical memorandum and summarized in the Hydrology and Water Quality section of the Draft EIR.

Task 2.7 Biological Resources Evaluation

ESP will utilize biological resources data collected during previous project phases to prepare a biological resources impacts evaluation for the project. The assessment will determine potential biological resources impacts that may be associated with the project alternatives and this information will be presented in the Biological Resources section of the Draft EIR.

Task 2.8 Human Health, Public Safety, and Hazards Evaluation

ESP will conduct an assessment of potential human health and public safety issues associated with use of the Rubicon Trail and with implementation of the project alternatives. This evaluation will include the identification of hazards and/or hazardous materials within the project area that may pose a threat to health and safety. This assessment will utilize water quality and soils data developed per previous subtasks and will also consider safety issues associated with motor vehicle use and other activities associated with the Rubicon Trail. The results of this assessment will be presented in the Draft EIR.

Task 2.9 Public Services Evaluation

ESP will conduct an assessment of the public services requirements of the project alternatives (e.g., manpower, estimated costs, funding sources, etc.) and will determine the potential for adverse impacts associated with the potential requirements for the provision of additional services. This information will be presented in the Draft EIR.

Task 2.10 Cultural Resources Evaluation

ESP will utilize cultural resources data developed during previous project phases to prepare a cultural resources evaluation for the project. This information will be presented in the Draft EIR.

Task 2.11 Visual/Aesthetic Impacts Evaluation

ESP will conduct an assessment of potential changes to the existing visual and aesthetic character and setting of the project area that could occur as a result of the project alternatives. The assessment will describe the existing setting and will include representative photographs of the project area, and will determine the extent of potential beneficial and/or adverse changes that may occur. This information will be presented in the Draft EIR.

Task 2.12 Cumulative Impacts Assessment

Based on the project-specific resources impact evaluations conducted as described in Tasks 2.1 through 2.11, ESP will prepare a cumulative impacts assessment for each of the resource/topical areas evaluated.

Prepare Administrative Draft EIR and Draft EIR

Task 3.1 Prepare Administrative Draft EIR

ESP will discuss the Preliminary Draft EIR with County staff and will revise the preliminary draft to produce an Administrative Draft EIR based on staff input.

Task 3.2 Meet with County and Review agencies and Organizations

At the County's discretion, the Administrative Draft EIR may be provided to U.S. Forest Service (Eldorado National Forest) staff, the ROC and other agencies and organization for review and input. The County will review the Administrative Draft EIR and compile the comments of individual reviewers into a single, unified comment set. ESP will meet with County staff to discuss the comment set, and will participate in up to three meetings to discuss comments with reviewing agencies/organizations, if necessary.

Task 3.3 Prepare Draft EIR

Following the review of the Administrative Draft EIR, ESP will make any necessary revisions to the document and will provide a final review Draft EIR to the County. ESP will also draft a CEQA Mitigation Monitoring Program (MMP) to be included with the Draft EIR using the information from the environmental analysis, including the specific mitigation measures, assignments of responsibility, relationships to project phasing, and time frames for implementation strategies identified in the topical impact analyses. The MMP will also address any other added conditions of approval, which are anticipated to be adopted by the County.

Upon County approval of the final review document, ESP will provide a camera-ready Draft EIR for reproduction and distribution by the County. (ESP will coordinate with a printing company to arrange for document reproduction at the County's discretion.) ESP will hand-deliver copies of the Draft EIR to the State Clearinghouse with a project Notice of Completion. ESP will prepare a Notice of Availability for the County's use in publicizing the release of the Draft EIR in accordance with CEQA Guidelines Section 15087. ESP will also transmit an electronic copy of the document for the County's use.

Deliverables: *Administrative Draft EIR (15 copies)*
 Draft EIR (1 camera-ready to printer and electronic files)
 Notice of Completion
 Notice of Availability

Conduct Public Hearing and Summarize Comments

Task 4.1 Hearing Preparation and Participation

ESP will participate in one Public Hearing session to receive public and agency input on the Draft EIR. ESP will prepare a draft hearing agenda for County review. Upon the receipt of County comments and approval, ESP will prepare a press release and a public notice for the meeting in a postcard format that briefly explains the project and the CEQA process, and gives the meeting date and location. These notices will be submitted to the County for mailing. ESP is prepared to lead the hearing session and serve as a technical expert for CEQA and questions on environmental issues.

Deliverables: *Press Release, Postcard Notice*
 Hearing Agenda and Displays
 Hearing Summary Comment/Issues and Recommendations Matrix

Task 4.2 Hearing and Comment Summary

ESP will prepare a summary of the hearing and issues raised by the public. Following the Draft EIR comment period, the County will provide ESP with copies of all written comments received on the Draft EIR. ESP will review these comments and will prepare a summary matrix of the issues raised and recommendations for addressing these issues. Recommendations may include a combination of revisions to the Draft EIR, responses to comments with supplemental and/or clarifying information, and recommendations for revisions to specific elements of one or more of the project alternatives evaluated in the Draft EIR. ESP will meet with County staff to discuss these recommendations and agree on an approach to preparing the Final EIR.

Prepare Administrative Final EIR

Task 5.1 Prepare Administrative Final EIR

Based on comments received on the Draft EIR and the decisions made pursuant to Task 4, ESP will prepare an Administrative Final EIR for the project. (Note that this task assumes that comments and necessary revisions/responses can be addressed with minimal additional resources review and errata revisions to the EIR.) The Administrative Final EIR will consist of any necessary revisions to the Draft EIR and MMP, a full set of all written comments submitted during the Draft EIR review period, the written summary of public hearing comments, and written responses to all written comments as well as oral comments provided during the public hearing.

Deliverables: Administrative Final EIR (5 copies)

Prepare Final EIR, Public Notices and Attend Planning Commission and Board of Supervisors Meetings

Task 6.1 Prepare Final EIR

After the County's review of the Administrative Final EIR, ESP will make any necessary revisions to the document and will provide a final review Final EIR to the County. Upon County approval of the final review document, ESP will provide a camera-ready Final EIR for reproduction and distribution by the County. (ESP will coordinate with a printing company to arrange for document reproduction at the County's discretion.) ESP will hand-deliver copies of the Final EIR to the State Clearinghouse with a project Notice of Completion. ESP will prepare a Notice of Availability for the County's use in publicizing the release of the Final EIR in accordance with CEQA Guidelines Section 15087. ESP will also transmit an electronic copy of the document for the County's use. ESP staff will attend Planning Commission and Board of Supervisors' meetings during consideration of certification of the Final EIR.

At the County's discretion, ESP is prepared to support the County's final processing of the Rubicon Trail Master Plan CEQA document by drafting findings and other CEQA procedural compliance materials in accordance with CEQA Guidelines Sections 15090 – 15094. These materials would be developed pursuant to a separate task order and based on a budget and schedule to be developed in coordination with the Principal Assistant County Counsel, and is not included in the attached budget.

Deliverables: Final EIR (1 camera-ready to printer and electronic files)

Notice of Completion

Notice of Availability

Project Schedule

The following schedule assumes that preparation of the Initial Study would be initiated by February 1, 2006. Based on this assumption, we estimate that the Final EIR would be completed in October/November of 2006, as shown on the attached schedule. ESP will make all reasonable efforts to pursue this estimated schedule. Factors which may extend this estimated schedule include delays in extended reviews of preliminary draft documents, extended public/agency draft document review periods that may be determined as necessary by the County; and substantive modifications to project alternatives. ESP will advise the County in the event that circumstances indicate that a change in project schedule should be anticipated.

| TASK | COST |
|--|-----------------|
| 1.1 Prepare Summary Project Description and Initial Study | \$2,400 |
| 1.2 Prepare NOP, NOC and SCH Filings | \$2,000 |
| 1.3 Conduct Scoping Meeting and Prepare Scoping Comments Summary | \$2,463 |
| 1.4 Define and Conduct Screening Analyses for Project Alternatives | \$2,000 |
| 2.1 Land Use Analysis | \$750 |
| 2.2 Transportation and Circulation Analysis | \$27,000 |
| 2.3 Air Quality Analysis | \$1,000 |
| 2.4 Noise Analysis | \$250 |
| 2.5 Soils and Geology Analysis | \$1,000 |
| 2.6 Hydrology and Water Quality Analysis | \$26,000 |
| 2.7 Biological Resources Analysis | \$250 |
| 2.8 Human Health, Public Safety, and Hazards Analysis | \$1,410 |
| 2.9 Public Services Analysis | \$1,000 |
| 2.10 Cultural Resources Analysis | \$250 |
| 2.11 Visual/Aesthetics Analysis | \$1,000 |
| 2.12 Cumulative Impacts Analysis | \$1,000 |
| 3.1 Prepared Preliminary Draft EIR | \$8,500 |
| 3.2 Meet with County and Review Agencies and Organizations | \$499 |
| 3.3 Prepare Draft EIR | \$1,000 |
| 4.1 Hearing Preparation and Participation | \$1,500 |
| 4.2 Prepare Hearing and Comment Summary | \$755 |
| 5.1 Prepare Administrative Final EIR | \$3,391 |
| 6.1 Prepare Final EIR, Filing Documents and Attend PC and Board Meetings | \$6,394 |
| Total | \$91,812 |

A detailed spreadsheet defining the cost of services defined in this work plan is attached.

Project Contract

ESP and its subcontractors are prepared to begin this work program immediately upon execution, and pursuant to, the contract to which this Scope of Work is Exhibit A.

Appendix A
Rubicon Trail Master Plan – Phase IV
ESP 2005 Standard Rates
Professional Services

| Classification | Rate |
|-------------------------|----------------|
| Principal | \$135-175/Hour |
| Associate | \$100-130/Hour |
| Senior Biologist | \$100-110/Hour |
| Editor | \$75-95/Hour |
| Staff Planner/Biologist | \$75-80/Hour |
| Clerical | \$45/Hour |
| Administrative | \$40/Hour |

Note: Expert testimony services are provided at 200% of Standard Rates

Direct Charges

| Activity | Rate |
|---|--------------------------------------|
| Mileage | 40¢/Mile |
| Postage and Electronic Communication | Included in 6% Administrative Fee |
| Supplies and Subcontractors | Cost + 15% |

Rubicon Trail Master Plan
CEQA Compliance Work Plan
Contract Amendment II (Contract # 539-S0611)

Note that our proposed budget included herein represents a firm offer to provide the services defined in the detailed work plan contained herein and this offer shall remain effective for a thirty (30) day period beginning March 19, 2007 *or* once the contract amendment has been authorized by the County, whichever is sooner.

Project Overview

Since 2003, Environmental Stewardship and Planning, Inc. (ESP) has assisted the County with its planning and environmental review processes for the Rubicon Trail Master Plan project. In July 2006, ESP submitted an Administrative Draft Environmental Impact Report (EIR) to the County for its review and comment. The County has provided comments on the Administrative Draft EIR and has requested that ESP evaluate an additional alternative (“Alternative B”).

Additionally, ESP recommends the preparation of a fiscal analysis, which will compare the County’s financial responsibility associated with the adoption and implementation of the July 2006 RTMP and the Alternative B RTMP, and provide water and soils testing and sampling services in 2007.

ESP Detailed Work Plan

Task A: Evaluation of County’s Alternative B RTMP

Based on the County’s review of the Administrative Draft EIR, the County determined that a second project alternative will require evaluation in the EIR. ESP will evaluate the County’s Alternative B RTMP and will provide impact summaries and significance determinations in each of the resource sections; will propose mitigation measures, where applicable; will prepare discussion of Alternative B for the project description; and will update tables and text, as needed, to sufficiently evaluate Alternative B. Upon completion of the Administrative Draft EIR #2, ESP will prepare five (5) copies of the Administrative Draft EIR #2 for the County’s review and comment. (Note that preparation of the Administrative Draft EIR #2 also includes incorporation of the County’s comments, such as general edits and incorporation of the 2006 water and soil monitoring data, which are included in the original scope of work and budget authorized by the County in our current contract. Task A of this contract amendment only includes services associated with the evaluation and discussion preparation of Alternative B.)

Deliverables: Administrative Draft EIR #2 (5 copies)

Task B: Prepare Fiscal Analysis

Upon the County's request, ESP will prepare a fiscal analysis of the potential fiscal impacts of project alternatives, prepare a fiscal analysis. This analysis will compare the County's financial responsibility associated with the adoption and implementation of the July 2006 RTMP and the Alternative B RTMP. The information contained within the fiscal analysis will assist the County Board of Supervisors' decision-making process when determining for which elements of the July 2006 RTMP and/or the Alternative B RTMP the County will be financially responsible. The County Board of Supervisors will ultimately adopt elements of the RTMP for implementation.

Mr. John Taylor of ESP will prepare for and conduct interviews with knowledgeable representatives from several key participants in the Rubicon Trail Master Planning effort as well as persons from other local and state government agencies familiar with off-highway vehicle (OHV) issues, especially county financing. Table 1 summarizes the discussion topics ESP intends to concentrate with each participant representative during the interview process. Single interviews will be conducted with each key participant that will address all interview facets.

Cost Assumptions – In coordination with the interviewees, ESP will review the cost assumptions built into the Plan, i.e., proposed staffing levels, facility construction and maintenance project scope and timing, the extent to which a prioritization of projects - essential versus desirable in the context of the goals of the Plan – is reflected in the Plan and the ratio (if any) of paid/contracted labor versus volunteer efforts in effecting the improvements. Principals to be involved in these discussions include:

- County Administrator
- General Services
- Department of Transportation
- Environmental Management
- Planning Services
- Sheriff
- Risk Management
- Rubicon Trail Foundation
- Rubicon Oversight Committee – OHV Member
- El Dorado National Forest

Revenue Assumptions – ESP will review the assumptions in the Plan regarding annual revenue expectations, including ongoing revenue streams, one-time and periodic competitive grants and cooperative agreements, in-kind labor and donated materials. Ongoing revenues may consist of disbursements by the State Controller of funds pursuant to Vehicle Code 38240 dedicated to Rubicon Trail management, user fees that may be generated through implementation of Trail User Agreements. ESP will assess whether fines and penalty assessments from citations issued under existing codes or new proposed ordinances might realistically contribute revenue to the program. ESP will also inquire of other potential revenue sources that may be appropriate to consider for specific

components of the management program (for example, how habitat restoration projects meeting the criteria set forth in F&G Code 13103 might qualify for local fish and wildlife propagation funds). Principals to be involved in these discussions include:

- County Administrator
- County Counsel
- General Services
- Department of Transportation
- Auditor-Controller
- Sheriff
- Superior Court
- State Parks and Recreation, OHMVR Division
- Rubicon Trail Foundation
- Rubicon Oversight Committee – OHV Member

Volunteer Programs – The extent to which the County will be able to rely on volunteer efforts versus paid labor to carry out projects will be reviewed with various key participants. The County must balance issues of meeting performance standards for construction of new facilities as well as to assure conformance with applicable laws against the need to engage Rubicon Trail supporters/advocates to achieve management goals in the most economical way. The County must also consider the risk of liability exposure and the very real exposure to workers' compensation claims from volunteers injured on a county sponsored project.

Principals to be involved in these discussions include:

- County Counsel
- Risk Manager
- General Services
- Department of Transportation
- Sheriff
- Rubicon Trail Foundation
- Rubicon Oversight Committee – OHV Member
- El Dorado National Forest

ESP will compile the results of interviews with all key participants and develop cost/revenue models for the RTMP that has been the subject of public review the past year as well a revised set of management assumptions in Alternative B.

ESP will prepare a report, which will provide a clear understanding of the costs and revenues the County can reasonably expect from implementation of the RTMP or its variant, Alternative B. This report will be submitted as a draft report to the County and ESP will revise and resubmit the report within two weeks to the receipt of a single, unified comment set provided by the County. The submittal of the draft report would occur within two weeks of the completion of the Draft EIR review period.

Table 1 – Summary of Key Participant Interview Process

| Stakeholder | Cost Assumptions | Revenue Assumptions | Efficacy of Volunteer Efforts | Comments |
|------------------------------|------------------|---------------------|-------------------------------|--|
| County Administrator | X | X | | Review staff annual cost/revenue assumptions as a function of the Annual Budget recommendations to the Board |
| County Counsel | | X | X | Review need for adoption of County ordinances to support Plan implementation and review liability issues associated with volunteer efforts |
| Auditor-Controller | | X | | Review requirements for dedicating via Special Revenue Funds State Controller disbursements of Off-Highway License Fee revenue and to review distribution of fine and penalty assessment revenue from code offenses. |
| Department of Transportation | X | X | X | Prioritization of projects, how best to match volunteer and paid employee efforts and look at targeting alternative sources of revenue for specific projects within project area |
| Environmental Management | X | | X | Review requirements for staff to undertake inspection and sampling activity and review opportunity for |

| Stakeholder | Cost Assumptions | Revenue Assumptions | Efficacy of Volunteer Efforts | Comments |
|----------------------------|------------------|---------------------|-------------------------------|---|
| | | | | volunteers to be trained to undertake some routine tasks related to sampling |
| Planning Services | X | | | General discussion regarding implementation of General Plan |
| Sheriff | X | X | X | Review Sheriff plan for area law enforcement coverage, cost to increase “parking enforcement” presence, and how the Department might effectively utilize volunteers. |
| Risk Management | X | | X | Review cost assumptions vis-à-vis potential liability exposure for County |
| Superior Court | | X | | Consult with Court Executive/Financial staff regarding the distribution of court fines and penalty assessments especially in light of recent legislation affecting County/Court shares of fine and assessment revenue |
| El Dorado National Forest | X | | X | Consult on prioritization of projects and whether Forest has concerns regarding the organized use of volunteers to carry out projects along the Rubicon Trail |
| State Parks and Recreation | | X | | Review funding trends of the OHMV |

| Stakeholder | Cost Assumptions | Revenue Assumptions | Efficacy of Volunteer Efforts | Comments |
|--|-------------------------|----------------------------|--------------------------------------|---|
| OHMVR Division | | | | Commission and consult how the RTMP projects might best be packaged to take advantage of different funding categories. |
| Rubicon Trail Foundation | X | X | X | Review prioritization of projects, tolerance level for user fees i.e., what an acceptable range of fees might be, dedication of revenue to the Trail and how realistic it is to rely upon volunteer efforts to complete a range of maintenance and/or facility construction projects. |
| Rubicon Oversight Committee – OHV Member | X | X | X | Review prioritization of projects, tolerance level for user fees i.e., what an acceptable range of fees might be, dedication of revenue to the Trail and how realistic it is to rely upon volunteer efforts to complete a range of maintenance and/or facility construction projects. |

*Deliverables: Draft Fiscal Analysis Report (5 hard copies)
Final Fiscal Analysis Report (5 hard copies)*

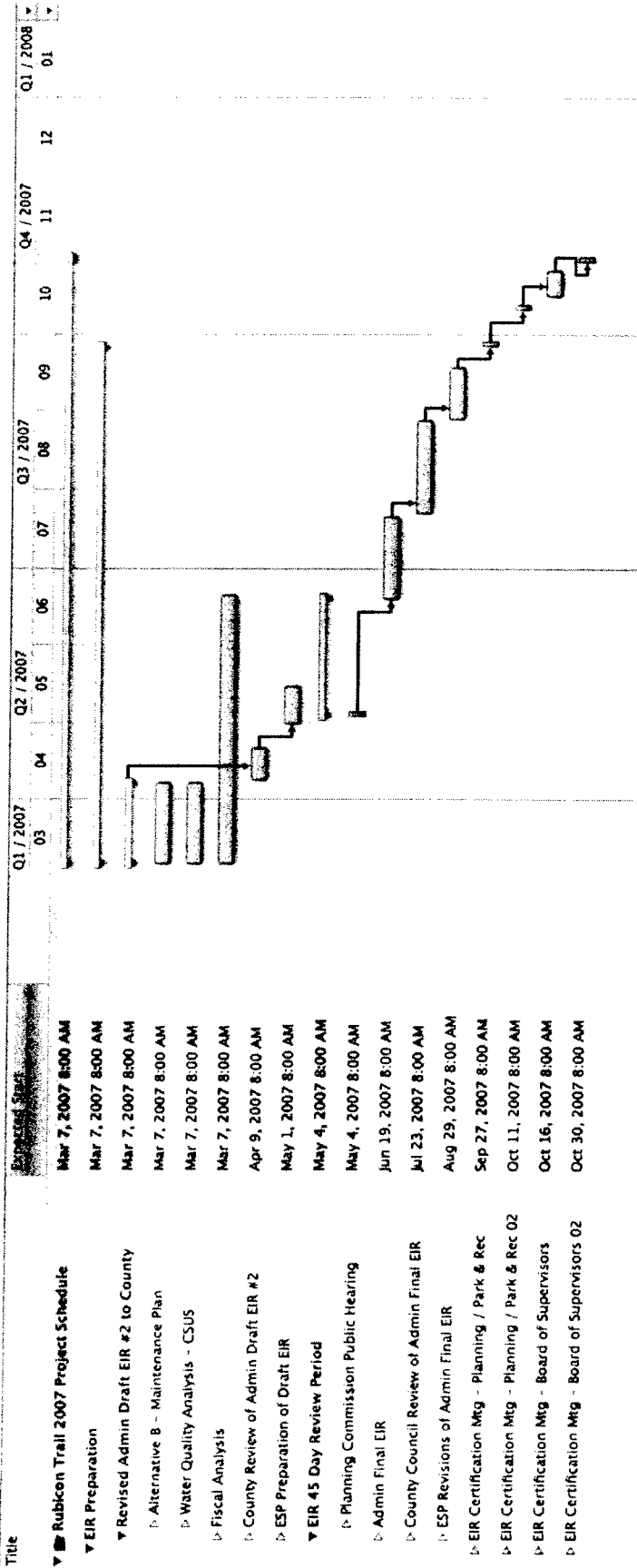
Project Schedule

ESP carefully manages time and schedule commitments and would remain available to facilitate the scope of services pursuant to the schedule defined herein once this contract amendment has been authorized by the County, whichever is sooner, for which this work plan remains effective. The attached project schedule illustrates the schedule through the Board of Supervisors action on the RTMP and EIR.

Project Budget

Our proposed budget included herein represents a firm offer to provide the services defined in the detailed work plan contained herein and this offer shall remain effective for a thirty (30) day period beginning March 21, 2007 *or* once the task order has been authorized by the County, whichever is sooner. ESP estimates that costs associated with the tasks described above will not exceed Fourteen Thousand Eight Hundred Eighty and 00/100 Dollars (**\$14,880.00**).

| TASK | COST |
|---|-----------------|
| Task A: Evaluation of County's Alternative B RTMP | \$4,500.00 |
| Task B: Prepare Fiscal Analysis | \$9,980.00 |
| Direct Costs (Document production, mileage and other direct costs) | \$400.00 |
| Total | \$14,880 |



COPY

AGREEMENT FOR SERVICES #539-S0611
AMENDMENT I

This Amendment I to that Agreement for Services #539-S0611, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Environmental Stewardship & Planning, Inc., a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 1621 13th Street, Sacramento, CA 95814; (hereinafter referred to as "Consultant");

WITNESSETH

WHEREAS, Consultant has been engaged by County to provide environmental services for the Rubicon Trail Master Plan for the Department of General Services, Airports, Parks and Grounds Division, in accordance with Agreement for Services #539-S0611, dated February 10, 2006, incorporated herein and made by reference a part hereof; and

WHEREAS, the parties hereto have mutually agreed to extend the term of said Agreement, hereby amending **ARTICLE III – Term**; and

WHEREAS, the parties hereto have mutually agreed to amend **ARTICLE XIII – Notice to Parties** and **ARTICLE XX – Administrator**.

NOW THEREFORE, the parties do hereby agree that Agreement for Services #539-S0611 shall be amended a first time as follows:

ARTICLE III

Term: This Agreement, as amended, shall become effective upon execution by both parties hereto and shall cover the period of February 10, 2006 through June 30, 2007.

ARTICLE XIII

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO
GENERAL SERVICES DEPARTMENT
345 FAIR LANE
PLACERVILLE, CA 95667
ATTN: JOANNE M. NARLOCH, DIRECTOR

or to such other location as the County directs.

Notices to Consultant shall be addressed as follows:

ENVIRONMENTAL STEWARDSHIP & PLANNING, INC.
THE JEFFERY BUILDING
2830 EYE STREET, SUITE 304
SACRAMENTO, CA 95816
ATTN: STEVE PETERSON

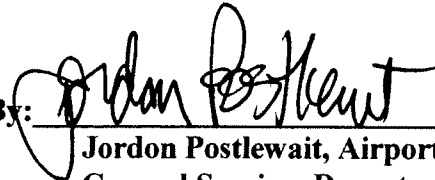
or to such other location as the Consultant directs.

ARTICLE XX

Administrator: The County Officer or employee with responsibility for administering this Agreement is Jordon Postlewait, Airports, Parks and Grounds Manager, General Services Department, or successor.

Except as herein amended, all other parts and sections of that Agreement #539-S0611 shall remain unchanged and in full force and effect.

Requesting Contract Administrator Concurrence:

By:  Dated: 10/31/06
Jordon Postlewait, Airports, Parks and Grounds Manager
General Services Department

Requesting Department Head Concurrence:

By:  Dated: NOV 02 2006
Joanne M. Narloch, Director
General Services Department

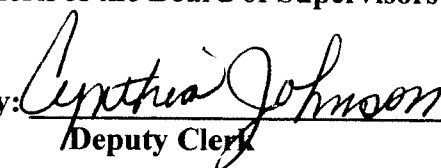
IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to that Agreement for Services #539-S0611 on the dates indicated below, the latest of which shall be deemed to be the effective date of this Amendment.

--- COUNTY OF EL DORADO ---

Dated: 11-14-06

By: 
JAMES R. SWEENEY Chairman
Board of Supervisors
"County"


ATTEST:
Cindy Keck
Clerk of the Board of Supervisors

By:  Date: 11-14-06
Deputy Clerk

-- CONSULTANT --

Dated: _____

ENVIRONMENTAL STEWARDSHIP & PLANNING, INC.
A CALIFORNIA CORPORATION

By: 
Steve Peterson
President
"Consultant"

By: 
Corporate Secretary

Dated: 12/6/06



COPY

AGREEMENT FOR SERVICES #539-S0611

THIS AGREEMENT made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and Environmental Stewardship & Planning, Inc., a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is The Jeffery Building, 2830 Eye Street, Suite 304, Sacramento, CA 95816, (hereinafter referred to as "Consultant");

WITNESSETH

WHEREAS, County has determined that it is necessary to obtain a Consultant to provide environmental services for the Rubicon Trail Master Plan for the Department of General Services, Airports, Parks and Grounds Division; and

WHEREAS, Consultant has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

WHEREAS, County has determined that the provision of these services provided by Consultant is in the public's best interest, and that these services are more economically and feasibly performed by outside independent consultants as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

NOW, THEREFORE, County and Consultant mutually agree as follows:

ARTICLE I

Scope of Services: Consultant agrees to perform environmental services for the Rubicon Trail Master Plan for the Department of General Services, Airports, Parks and Grounds Division. Services shall be in accordance with Exhibit "A", marked "Rubicon Trail Master Plan, Phase IV Work Plan – CEQA Compliance", incorporated herein and made by reference a part hereof.

ARTICLE II

Conformity with Statutes, Decisions, Guidelines and Ordinance: Consultant agrees and understands that the assessment and environmental documentation shall be in conformity with all applicable State statutes, including but not limited to CEQA (Public Resource Code, §21000 et seq.), State CEQA Guidelines (California Administrative Code, Title 14, Division 6, §15000 et seq.) adopted pursuant thereto as last amended, the Environmental Guidelines (objectives, criteria, and procedures required pursuant to CEQA) last adopted by the County, and in the format presently prescribed by the County. Conformity with any relevant judicial decisions, guidelines, or ordinances is also required. The documentation shall be prepared as accurately and objectively as reasonably possible.

ARTICLE III

Term: This Agreement shall become effective upon final execution by both parties hereto and shall expire November 30, 2006.

ARTICLE IV

Compensation for Services: For services provided herein, County agrees to pay Consultant upon County's acceptance and subsequent approval of each task. Payments shall be made within thirty (30) days following County's said acceptance and approval. The total amount of this Agreement shall not exceed \$91,812.00, inclusive of all expenses, pursuant to Exhibit "A", and Exhibit "B", marked "Board of Supervisors Policy D-1", incorporated herein and made by reference a part hereof.

ARTICLE V

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE VI

Relationship between Parties; Work Standards: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Consultant shall act as Consultant only to County and shall not act as Consultant to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Consultant's responsibilities to County during term hereof. Consultant will adhere to professional standards and will perform all services required under this Agreement in a manner consistent with generally accepted procedures for the preparation of the documentation in a professional manner.

ARTICLE VII

Assignment and Delegation: Consultant is engaged by County for its unique qualifications and skills as well as those of its personnel. Consultant shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

ARTICLE VIII

Materials and Equipment: Consultant shall furnish, at its own expense, all materials and equipment necessary to carry out the terms of this Agreement. Consultant shall be liable for any personal injury or property damage resulting from the use, misuse, or failure of such equipment.

ARTICLE IX

Data Developed in Public Domain: All information, data, maps, charts, and studies developed by Consultant which are made a part of the Administrative Draft Documentation, the Draft Documentation or the Final Documentation, are in the public domain and may be used by the Consultant or the County as property within the public domain. Consultant by signing this Agreement, disclaims any copyright or other rights to the information published in, or made a part of, the Administrative Draft Documentation, Draft Documentation or Final Documentation.

ARTICLE X

Documents, Maps, and Photographs Developed are County Property: All original documents, maps, charts, photographs, and other material prepared by the Consultant which are made a part of the Administrative Draft Documentation, Draft Documentation, or Final Documentation shall be the property of the County and shall be delivered to the County prior to final payment.

ARTICLE XI

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE XII

Default, Termination, and Cancellation:

- A. **Default:** Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired.

- B. **Bankruptcy:** This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Consultant.
- C. **Ceasing Performance:** County may terminate this Agreement in the event Consultant ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. **Termination or Cancellation without Cause:** County may terminate this Agreement in whole or in part seven (7) calendar days upon written notice by County for any reason. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Consultant, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Consultant shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

ARTICLE XIII

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be in duplicate and addressed as follows:

COUNTY OF EL DORADO
GENERAL SERVICES
360 FAIR LANE
PLACERVILLE, CA 95667
ATTN: KEITH C. LEECH, DIRECTOR

or to such other location as the County directs.

Notices to Consultant shall be addressed as follows:

ENVIRONMENTAL STEWARDSHIP & PLANNING, INC.
THE JEFFERY BUILDING
2830 EYE STREET, SUITE 304
SACRAMENTO, CA 95816
ATTN: STEVE PETERSON

or to such other location as the Consultant directs.

ARTICLE XIV

Indemnity: The Consultant shall defend, indemnify and hold harmless the County, their officers, agents and employees from and against claims, demands, liability costs and expenses of whatever nature, including but not limited to, court costs, damages and reasonable counsel fees arising out of injury to, or death of any person or persons or loss of, or damage to any property, to the extent resulting from the willful acts of negligence of Consultant, his agents, employees, licenses, sub, or sub-contractors in the making of performance of this Agreement. Any allocation of comparative fault shall not affect the duty to defend and any allocation, adjustment or reimbursement shall take place at time of final judgment.

ARTICLE XV

Insurance: Consultant shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that Consultant maintains insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Consultant as required by law in the State of California.

- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- C. Automobile Liability Insurance of not less than \$500,000.00 is required in the event motor vehicles are used by the Consultant in the performance of the Agreement.
- D. In the event Consultant is a licensed professional, and is performing professional services under this Agreement, professional liability (for example, malpractice insurance) is required with a limit of liability of not less than \$1,000,000.00 per occurrence. For the purposes of this Agreement, professional liability is required.
- E. Consultant shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to the Risk Management Division, or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division.
- G. Consultant agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Consultant agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the Risk Management Division and Consultant agrees that no work or services shall be performed prior to the giving of such approval. In the event the Consultant fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that:
 - 1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to County, and;
 - 2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Consultant's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Consultant's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Consultant cannot provide an occurrence policy, Consultant shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with the Risk Management Division, as essential for protection of the County.

ARTICLE XVI

Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Consultant under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XVII

Interest of Consultant: Consultant covenants that Consultant presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed by Consultant.

ARTICLE XVIII

California Residency (Form 590): All independent Consultants providing services to the County must file a State of California Form 590, certifying their California residency or, in the case of a corporation, certifying that they have a permanent place of business in California. The Consultant will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Consultant during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XIX

Taxpayer Identification Number (Form W-9): All independent Consultants or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

ARTICLE XX

Administrator: The County Officer or employee with responsibility for administering this Agreement is Dan Bolster, Acting Airports, Parks and Grounds Manager, General Services Department, or successor.

ARTICLE XXI

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XXII

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXIII

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California. Consultant waives any removal rights it might have under Code of Civil Procedure Section 394.


ARTICLE XXIV

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

CONTRACT ADMINISTRATOR CONCURRENCE:

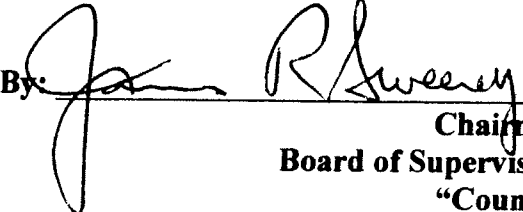
By: DAN BOLSTER Dated: 1/5/06
Dan Bolster, Acting Airports, Parks and Grounds Manager
General Services Department

REQUESTING DEPARTMENT HEAD CONCURRENCE:

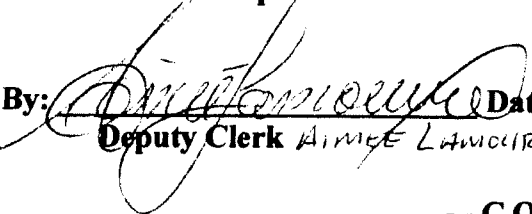
By:  Dated: 1-5-06
Keith C. Leech, Director
General Services Department

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first below written.

-- COUNTY OF EL DORADO --

Dated: 02/10/06
By: 
Chairman
Board of Supervisors
"County"
JAMES R. SWEENEY


ATTEST:
Cindy Keck, Clerk
of the Board of Supervisors

By:  Date: 02/10/06
Deputy Clerk AIMEE LAMOUROUX

-- CONSULTANT --

Dated: _____

**ENVIRONMENTAL STEWARDSHIP & PLANNING, INC.
A CALIFORNIA CORPORATION**

By: 
Steve Peterson
President
"Consultant"

Dated: 1/11/2006

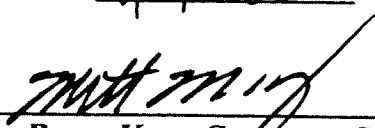

Bruce Kerr, Corporate Secretary
Matt MacCawley

Exhibit A
Rubicon Trail Master Plan
Phase IV Work Plan - CEQA Compliance

Project Understanding

Environmental Stewardship & Planning, Inc. (ESP) has performed Phases 1 through 3 of the Rubicon Trail Master Plan development project, which included the identification of environmental and social constraints associated with the trail, coordination with agencies, user groups and other stakeholders to develop proposed Master Plan concepts, and the preparation of public/agency review draft Master Plans to solicit input and feedback from stakeholders. ESP has prepared and provided a Draft Rubicon Trail Master Plan to the Rubicon Trail Oversight Committee (ROC) for their consideration in the development of a Master Plan alternative. This work plan anticipates that both the consultant's recommended alternative and the ROC alternative will be submitted to the County Planning Commission and the Board of Supervisors (Board) for consideration. It is further anticipated that the Board will direct the preparation of California Environmental Quality Act (CEQA) review of both of these Master Plan alternatives. This CEQA compliance work plan has been prepared to define ESP's role in facilitating CEQA scoping, alternatives consideration, resource and social impact evaluations, and the preparation of a Draft and Final Environmental Impact Report (EIR) for the project.

This preparation of the EIR will utilize much of the resources evaluations conducted during previous phases of the Rubicon Trail Master Plan development process. Significant resources evaluation efforts included in this work plan are limited to conducting a Traffic Study and water quality sampling, testing and analyses. Detailed descriptions of the work effort required for these analyses are discussed below under subtasks 2.2 and 2.6, respectively.

Detailed Work Plan

Prepare Initial Study and Notice of Preparation and Conduct EIR Scoping

Task 1.1 Prepare Initial Study

ESP will prepare an Initial Study checklist evaluating the master plan alternatives to provide a preliminary assessment of potential impacts and significant issues. The Initial Study will include a summary description of the project and will serve as supporting documentation for the County's determination to prepare an EIR for the project. (Note that due to the anticipated level of public interest and the *potential* for significant environmental impacts associated with activities on the Rubicon Trail, this work plan assumes that an EIR will be necessary for project CEQA compliance.) The results of the Initial Study will also provide information that will enable subsequent detailed analyses conducted for the EIR to focus on primary issues of concern and those resources with the greatest potential for impacts resulting from the project. ESP will prepare a draft Initial Study for review by County staff and will prepare a final Initial Study with revisions based on County staff review.

*Deliverables: Electronic version of draft Initial Study 20
copies of final Initial Study*

Task 1.2 Prepare NOP and Conduct Scoping Meeting

ESP will prepare and provide a draft CEQA Notice of Preparation (NOP) for County review and, with the incorporation of the County's comments, will prepare a final NOP for the EIR.

The NOP will meet the standards of CEQA Preliminary Review standards set forth in Guidelines Section 15060(d) by outlining the EIR's focus on the significant effects of the project and indicating briefly the County's reasons for determining that other effects would not be significant or potentially-significant. This discussion of the EIR's focus will be based on the findings presented in the Initial Study.

ESP will provide a camera-ready master and 50 copies of the NOP to be circulated to the public and interested agencies by the County. ESP will deliver 15 copies of the NOP and a Notice of Completion to the State Clearinghouse for distribution to State agencies. The NOP will be circulated for a minimum of 30 days.

ESP recommends that this document, and other substantive project information, be linked to the County's website. ESP will be pleased to provide electronic copies of deliverables and supporting information to support this outreach effort.

Deliverables: *Electronic version of draft NOP*
 1 camera-ready and 50 copies of final NOP
 1 Notice of Completion for State Clearinghouse
 15 copies of NOP delivered to the State Clearinghouse
 Scoping meeting materials

Task 1.3 Conduct Scoping Meetings and Prepare Comment Summary

The NOP will announce a public scoping meeting to be held near the end of the 30-day (minimum) NOP comment period. ESP will assist with the preparation for the scoping meeting, and will prepare a meeting agenda, exhibits, comments cards and sign-in sheets for the meeting. Following the NOP comment period, ESP will prepare a summary matrix listing the key comments and input received with recommendations regarding methods of addressing issues raised.

Deliverables: *Scoping Meeting Summary Memorandum*

Task 1.4 Define and Conduct Screening Evaluation for Project Alternatives

It is anticipated that the EIR scoping process will identify public and agency recommendations for considering alternatives to the consultant's recommended alternative and the ROC Alternative, as well as recommended modifications to specific elements within the two alternatives. ESP will review all such input and will develop an array of alternatives to reflect public and agency input. ESP will conduct a screening review of the recommended alternatives to determine the extent to which each alternative 1) achieves the project goals and objectives, and 2) has the potential to minimize or avoid adverse impacts that may be anticipated from the Consultant Recommended and ROC alternatives. ESP will prepare a written description of each of the alternatives and will summarize the screening evaluation process, considerations and conclusions. The alternatives that meet the above criteria will be included and assessed in the EIR.

Complete Analyses and Prepare Preliminary Administrative Draft EIR

The ESP team will conduct supplemental technical studies and environmental analyses necessary for the preparation of the project EIR. The ESP team will conduct impact assessment for the resource/topical areas as described in the following subtasks. In addition, the ESP team will meet with County staff to review the preliminary results of environmental analyses to develop project development phasing plans to minimize environmental impacts and development costs. Baseline resource data developed in previous project phases will be used to the maximum extent; however, ESP will also develop supplemental data necessary for the resources evaluations.

The results of these assessments will be presented in an Administrative Draft EIR and each resource/topical area will include: 1) a summary of baseline/existing conditions, 2) a description of the potential impacts (both beneficial and adverse) of each project alternative, and 3) proposed mitigation measures that may be necessary to minimize or avoid adverse impacts. Mitigation measures may include recommendations for modifying or adding specific elements of each alternative. This information will be developed and compiled in a Preliminary Draft EIR for review by County staff.

Task 2.1 Land Use and Land Use Plan Consistency Evaluation

Using information previously developed for the project reports, ESP will conduct a final review of the project alternatives' consistency with the 2004 El Dorado County General Plan, the El Dorado National Forest Land and Resource Management Plan, and other relevant regional planning documents. ESP will also review the Placer County General Plan elements for potential relevance. All potential conflicts will be identified in the Land Use section of the EIR.

Task 2.2 Transportation and Circulation Evaluation

ESP will retain Kd Anderson Transportation Engineers to prepare a traffic report for project area roadways. Kd Anderson will perform the following services:

Step 1: Data Collection and Review. Collect and review all previous traffic related work prepared on the project. This will include information contained in the draft Master Plan and documentation from previous project phases, unpublished work and/or traffic counts, and recent studies for other off-highway projects. In this task, Kd Anderson staff will also visit the site to collect pertinent data regarding usage, access, and parking, and to become familiar with the project area and potential issues.

Step 2: Organize and Analyze Traffic Surveys. Kd Anderson and ESP will coordinate with, Friends of the Rubicon, and other related agencies and parties to develop a procedure and schedule for the collection of traffic and parking data. Traffic surveys and counts will be performed on four separate weekends representing different degrees of usage of the Trail. The counts will be performed at four locations along the trail.

The locations to be included in the data collection effort will be the Loon Lake, Wentworth Springs, and Tahoe trailheads, and at the Ellis Creek intertie. Parking activity will also be quantified in the Loon Lake area.

This work plan and budget assumes that volunteers from the Friends of the Rubicon, Rubicon Oversight Committee, and Rubicon Trail Foundation will perform the traffic counting efforts. Kd Anderson will supervise the data collection, and collect directly the parking information. Two separate meetings are proposed with Friends of the Rubicon to familiarize participants with the process and to provide specific instructions regarding the data collection efforts

Prepare Traffic Report. KdAnderson will prepare a report summarizing the methodologies and findings of Steps 1 and 2, above. The report will present traffic information with support tabular and graphic materials as needed. Recommendations will be presented for any recommended potential traffic or trail treatments resulting from the study. A draft report will be submitted for review, and following comment from participating agencies/parties, a final report will be prepared.

The results of the traffic report will be incorporated into the Transportation and Circulation section of the Draft EIR.

Task 2.3 Air Quality Evaluation

ESP will provide a qualitative air quality impacts evaluation for the project. Air pollutant emission sources associated with Rubicon Trail use and management include vehicle emissions, emissions from trail maintenance equipment and smoke and particulates in camp fires. These emissions will be described and potential impacts on local and regional air quality will be presented in the Air Quality section of the Draft EIR.

Task 2.4 Noise Evaluation

ESP will utilize noise monitoring data collected during previous project phases to provide baseline and trail use noise information. The assessment will determine potential noise impacts that may be associated with the project alternatives and this information will be presented in the Noise section of the Draft EIR.

Task 2.5 Soils and Geological Resources Evaluation

ESP will prepare an evaluation of soils and geological resources conditions and impacts associated with activities on the Rubicon Trail. This information will be used to determine the potential impacts of the project alternatives, and will be presented in the Soils and Geology section of the Draft EIR.

Task 2.6 Hydrology and Water Quality Evaluation

ESP will utilize information collected to date through its collaboration with California State University, Sacramento to present existing water quality conditions and will seek to define the effects of Rubicon Trail use on water resources and quality. The result of these analyses will be documented in a technical memorandum and summarized in the Hydrology and Water Quality section of the Draft EIR.

Task 2.7 Biological Resources Evaluation

ESP will utilize biological resources data collected during previous project phases to prepare a biological resources impacts evaluation for the project. The assessment will determine potential biological resources impacts that may be associated with the project alternatives and this information will be presented in the Biological Resources section of the Draft EIR.

Task 2.8 Human Health, Public Safety, and Hazards Evaluation

ESP will conduct an assessment of potential human health and public safety issues associated with use of the Rubicon Trail and with implementation of the project alternatives. This evaluation will include the identification of hazards and/or hazardous materials within the project area that may pose a threat to health and safety. This assessment will utilize water quality and soils data developed per previous subtasks and will also consider safety issues associated with motor vehicle use and other activities associated with the Rubicon Trail. The results of this assessment will be presented in the Draft EIR.

Task 2.9 Public Services Evaluation

ESP will conduct an assessment of the public services requirements of the project alternatives (e.g., manpower, estimated costs, funding sources, etc.) and will determine the potential for adverse impacts associated with the potential requirements for the provision of additional services. This information will be presented in the Draft EIR.

Task 2.10 Cultural Resources Evaluation

ESP will utilize cultural resources data developed during previous project phases to prepare a cultural resources evaluation for the project. This information will be presented in the Draft EIR.

Task 2.11 Visual/Aesthetic Impacts Evaluation

ESP will conduct an assessment of potential changes to the existing visual and aesthetic character and setting of the project area that could occur as a result of the project alternatives. The assessment will describe the existing setting and will include representative photographs of the project area, and will determine the extent of potential beneficial and/or adverse changes that may occur. This information will be presented in the Draft EIR.

Task 2.12 Cumulative Impacts Assessment

Based on the project-specific resources impact evaluations conducted as described in Tasks 2.1 through 2.11, ESP will prepare a cumulative impacts assessment for each of the resource/topical areas evaluated.

Prepare Administrative Draft EIR and Draft EIR

Task 3.1 Prepare Administrative Draft EIR

ESP will discuss the Preliminary Draft EIR with County staff and will revise the preliminary draft to produce an Administrative Draft EIR based on staff input.

Task 3.2 Meet with County and Review agencies and Organizations

At the County's discretion, the Administrative Draft EIR may be provided to U.S. Forest Service (Eldorado National Forest) staff, the ROC and other agencies and organization for review and input. The County will review the Administrative Draft EIR and compile the comments of individual reviewers into a single, unified comment set. ESP will meet with County staff to discuss the comment set, and will participate in up to three meetings to discuss comments with reviewing agencies/organizations, if necessary.

Task 3.3 Prepare Draft EIR

Following the review of the Administrative Draft EIR, ESP will make any necessary revisions to the document and will provide a final review Draft EIR to the County. ESP will also draft a CEQA Mitigation Monitoring Program (MMP) to be included with the Draft EIR using the information from the environmental analysis, including the specific mitigation measures, assignments of responsibility, relationships to project phasing, and time frames for implementation strategies identified in the topical impact analyses. The MMP will also address any other added conditions of approval, which are anticipated to be adopted by the County.

Upon County approval of the final review document, ESP will provide a camera-ready Draft EIR for reproduction and distribution by the County. (ESP will coordinate with a printing company to arrange for document reproduction at the County's discretion.) ESP will hand-deliver copies of the Draft EIR to the State Clearinghouse with a project Notice of Completion. ESP will prepare a Notice of Availability for the County's use in publicizing the release of the Draft EIR in accordance with CEQA Guidelines Section 15087. ESP will also transmit an electronic copy of the document for the County's use.

Deliverables: *Administrative Draft EIR (15 copies)*
 Draft EIR (1 camera-ready to printer and electronic files)
 Notice of Completion
 Notice of Availability

Conduct Public Hearing and Summarize Comments

Task 4.1 Hearing Preparation and Participation

ESP will participate in one Public Hearing session to receive public and agency input on the Draft EIR. ESP will prepare a draft hearing agenda for County review. Upon the receipt of County comments and approval, ESP will prepare a press release and a public notice for the meeting in a postcard format that briefly explains the project and the CEQA process, and gives the meeting date and location. These notices will be submitted to the County for mailing. ESP is prepared to lead the hearing session and serve as a technical expert for CEQA and questions on environmental issues.

Deliverables: *Press Release, Postcard Notice*
 Hearing Agenda and Displays
 Hearing Summary Comment/Issues and Recommendations Matrix

Task 4.2 Hearing and Comment Summary

ESP will prepare a summary of the hearing and issues raised by the public. Following the Draft EIR comment period, the County will provide ESP with copies of all written comments received on the Draft EIR. ESP will review these comments and will prepare a summary matrix of the issues raised and recommendations for addressing these issues. Recommendations may include a combination of revisions to the Draft EIR, responses to comments with supplemental and/or clarifying information, and recommendations for revisions to specific elements of one or more of the project alternatives evaluated in the Draft EIR. ESP will meet with County staff to discuss these recommendations and agree on an approach to preparing the Final EIR.

Prepare Administrative Final EIR

Task 5.1 Prepare Administrative Final EIR

Based on comments received on the Draft EIR and the decisions made pursuant to Task 4, ESP will prepare an Administrative Final EIR for the project. (Note that this task assumes that comments and necessary revisions/responses can be addressed with minimal additional resources review and errata revisions to the EIR.) The Administrative Final EIR will consist of any necessary revisions to the Draft EIR and MMP, a full set of all written comments submitted during the Draft EIR review period, the written summary of public hearing comments, and written responses to all written comments as well as oral comments provided during the public hearing.

Deliverables: Administrative Final EIR (5 copies)

Prepare Final EIR, Public Notices and Attend Planning Commission and Board of Supervisors Meetings

Task 6.1 Prepare Final EIR

After the County's review of the Administrative Final EIR, ESP will make any necessary revisions to the document and will provide a final review Final EIR to the County. Upon County approval of the final review document, ESP will provide a camera-ready Final EIR for reproduction and distribution by the County. (ESP will coordinate with a printing company to arrange for document reproduction at the County's discretion.) ESP will hand-deliver copies of the Final EIR to the State Clearinghouse with a project Notice of Completion. ESP will prepare a Notice of Availability for the County's use in publicizing the release of the Final EIR in accordance with CEQA Guidelines Section 15087. ESP will also transmit an electronic copy of the document for the County's use. ESP staff will attend Planning Commission and Board of Supervisors' meetings during consideration of certification of the Final EIR.

At the County's discretion, ESP is prepared to support the County's final processing of the Rubicon Trail Master Plan CEQA document by drafting findings and other CEQA procedural compliance materials in accordance with CEQA Guidelines Sections 15090 – 15094. These materials would be developed pursuant to a separate task order and based on a budget and schedule to be developed in coordination with the Principal Assistant County Counsel, and is not included in the attached budget.

Deliverables: Final EIR (1 camera-ready to printer and electronic files)

Notice of Completion

Notice of Availability

Project Schedule

The following schedule assumes that preparation of the Initial Study would be initiated by February 1, 2006. Based on this assumption, we estimate that the Final EIR would be completed in October/November of 2006, as shown on the attached schedule. ESP will make all reasonable efforts to pursue this estimated schedule. Factors which may extend this estimated schedule include delays in extended reviews of preliminary draft documents, extended public/agency draft document review periods that may be determined as necessary by the County; and substantive modifications to project alternatives. ESP will advise the County in the event that circumstances indicate that a change in project schedule should be anticipated.

| TASK | COST |
|--|-----------------|
| 1.1 Prepare Summary Project Description and Initial Study | \$2,400 |
| 1.2 Prepare NOP, NOC and SCH Filings | \$2,000 |
| 1.3 Conduct Scoping Meeting and Prepare Scoping Comments Summary | \$2,463 |
| 1.4 Define and Conduct Screening Analyses for Project Alternatives | \$2,000 |
| 2.1 Land Use Analysis | \$750 |
| 2.2 Transportation and Circulation Analysis | \$27,000 |
| 2.3 Air Quality Analysis | \$1,000 |
| 2.4 Noise Analysis | \$250 |
| 2.5 Soils and Geology Analysis | \$1,000 |
| 2.6 Hydrology and Water Quality Analysis | \$26,000 |
| 2.7 Biological Resources Analysis | \$250 |
| 2.8 Human Health, Public Safety, and Hazards Analysis | \$1,410 |
| 2.9 Public Services Analysis | \$1,000 |
| 2.10 Cultural Resources Analysis | \$250 |
| 2.11 Visual/Aesthetics Analysis | \$1,000 |
| 2.12 Cumulative Impacts Analysis | \$1,000 |
| 3.1 Prepared Preliminary Draft EIR | \$8,500 |
| 3.2 Meet with County and Review Agencies and Organizations | \$499 |
| 3.3 Prepare Draft EIR | \$1,000 |
| 4.1 Hearing Preparation and Participation | \$1,500 |
| 4.2 Prepare Hearing and Comment Summary | \$755 |
| 5.1 Prepare Administrative Final EIR | \$3,391 |
| 6.1 Prepare Final EIR, Filing Documents and Attend PC and Board Meetings | \$6,394 |
| Total | \$91,812 |

A detailed spreadsheet defining the cost of services defined in this work plan is attached.

Project Contract

ESP and its subcontractors are prepared to begin this work program immediately upon execution, and pursuant to, the contract to which this Scope of Work is Exhibit A.

Appendix A
Rubicon Trail Master Plan – Phase IV
ESP 2005 Standard Rates
Professional Services

| Classification | Rate |
|-------------------------|----------------|
| Principal | \$135-175/Hour |
| Associate | \$100-130/Hour |
| Senior Biologist | \$100-110/Hour |
| Editor | \$75-95/Hour |
| Staff Planner/Biologist | \$75-80/Hour |
| Clerical | \$45/Hour |
| Administrative | \$40/Hour |

Note: Expert testimony services are provided at 200% of Standard Rates

Direct Charges

| Activity | Rate |
|---|--------------------------------------|
| Mileage | 40¢/Mile |
| Postage and Electronic Communication | Included in 6% Administrative Fee |
| Supplies and Subcontractors | Cost + 15% |

EXHIBIT "B"



COUNTY OF EL DORADO, CALIFORNIA BOARD OF SUPERVISORS POLICY

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BACKGROUND:

This policy applies to County officers and employees as well as members of boards and commissions required to travel in or out of county for the conduct of County business. This policy also provides for expenses of public employees from other jurisdictions when specifically referenced in policy provisions set forth below.

For ease of reference, the Travel Policy is presented in the following sections:

1. General Policy
2. Approvals Required
3. Travel Participants and Number
4. Mode of Transport
5. Reimbursement Rates
 - a. Maximum Rate Policy
 - b. Private Auto
 - c. Meals
 - d. Lodging
 - e. Other
6. Advance Payments
7. Compliance – Responsibility of Claimant
8. Procedures



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POLICY:

1. General Policy

- a. County officers and employees should not suffer any undue loss when required to travel on official County business, nor should said individuals gain any undue benefit from such travel.
- b. County officers or employees compelled to travel in the performance of their duties and in the service of the County shall be reimbursed for their actual and necessary expenses for transportation, parking, tolls, and other reasonable incidental costs, and shall be reimbursed within maximum rate limits established by the Board of Supervisors for lodging, meals, and private auto use. "Actual and necessary expenses" do not include alcoholic beverages.
- c. Travel arrangements should be as economical as practical considering the travel purpose, traveler, time frame available to accomplish the travel mission, available transportation and facilities, and time away from other duties.
- d. Employees must obtain prior authorization for travel, i.e., obtain approvals before incurring costs and before commencing travel.
- e. Receipts are required for reimbursement of lodging costs, registration fees, public transportation and for other expenses as specified, or as may be required by the County Auditor-Controller.



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BOARD OF SUPERVISORS POLICY

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- f. Requests for travel authorization and reimbursement shall be processed using forms specified by the County Auditor and Chief Administrative Office.
- g. The Chief Administrative Officer may, at his or her sole discretion, authorize an exception to requirements set forth in this Travel policy, based on extenuating circumstances presented by the appropriate, responsible department head. Any exception granted by the Chief Administrative Office is to be applied on a case-by-case basis and does not set precedent for future policy unless it has been formally adopted by the Board of Supervisors.

2. Approvals Required

- a. Department head approval is required for all travel except by members of the County Board of Supervisors. Department heads may delegate approval authority when such specific delegation is approved by the Chief Administrative Officer. However, it is the expectation of the Chief Administrative Officer that department heads take responsibility for review and approval of travel.
- b. Chief Administrative Office approval is required when travel involves any of the following:
 - (1) Transportation by common carrier (except BART), e.g., air, train, bus.
 - (2) Car rental.
 - (3) Out-of-county overnight travel.
 - (4) Members of boards or commissions, or non-county personnel.



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- (5) Any exceptions required for provisions within this policy, e.g., travel requests not processed prior to travel, requests exceeding expense guidelines or maximums.
- c. It remains the discretion of the Chief Administrative Officer as to whether or not costs of travel which were not authorized in advance will be reimbursed, and whether or not exceptional costs will be reimbursed.
3. Travel Participants and Number
- a. Department heads and assistants should not attend the same out-of-county conference; however, where mitigating circumstances exist, travel requests should be simultaneously submitted to the Chief Administrative Office with a justification memorandum.
- b. The number of travel participants for each out-of-county event, in most instances, should be limited to one or two staff members, and those individuals should be responsible for sharing information with other interested parties upon return.
- c. If out-of-county travel involves training or meetings of such technical nature that broader representation would be in the best interest of the County, the department head may submit a memo explaining the situation to the Chief Administrative Office, attached to travel requests, requesting authorization for a group of travelers.
- d. Board of Supervisors members shall be governed by the same policies governing County employees except for the following:



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- (1) A member of the Board of Supervisors requires NO specific authorization.
- (2) The following expenses incurred by a member of the Board of Supervisors constitute a County charge:
 - (a) Actual expenses for meetings and personal travel, necessarily incurred in the conduct of County Business. This includes but is not limited to mileage incurred while traveling to and from the Board members' residence and the location of the chambers of the Board of Supervisors while going to or returning from meetings of the Board of Supervisors.
- e. Non-County personnel travel expenses are not normally provided for since only costs incurred by and for county officers and employees on county business are reimbursable. However, reimbursement is allowable for county officers (elected officials and appointed department heads) and employees who have incurred expenses for non-county staff in the following circumstances:
 - (1) Meals for persons participating on a Human Resources interview panel when deemed appropriate by the Director of Human Resources.
 - (2) Conferences between County officials and consultants, experts, and public officials other than officers of El Dorado County, which are for



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the purpose of discussing important issues related to County business and policies.

- (3) Transportation expenses for a group of County officers and employees and their consultants, and experts on a field trip to gain information necessary to the conduct of County business.
- (4) Lodging expenses for non-county personnel are NOT reimbursable except when special circumstances are noted and approved in advance by the Chief Administrative Office. Otherwise, such expenses must be part of a service contract in order to be paid.

4. Mode of Transport

- a. Transportation shall be by the least expensive and/or most reasonable means available.
- b. Private auto reimbursement may be authorized by the department head for county business travel within county and out of county. Reimbursement shall not be authorized for commuting to and from the employee's residence and the employee's main assigned work site, unless required by an executed Memorandum of Understanding between the County and a representing labor organization, or one-time, special circumstances approved by a department head.
- c. Out of county travel by county vehicle or private vehicle may be authorized if the final destination of the trip does not exceed a four (4) hour driving distance from the County offices. Any exception to this policy must receive



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prior approval from the Chief Administrative Officer. If air travel would be more economical, but the employee prefers to drive even though travel by car would not be in the County's best interest, the County will reimburse transportation equal to the air travel; transportation costs over and above that amount, as well as any extra days of lodging and meals, etc., will be considered a personal, not reimbursable cost of the traveler.

d. Common carrier travel must be in "Coach" class unless otherwise specifically authorized in advance by the Chief Administrative Officer. Generally, any costs over and above coach class shall be considered a personal, not reimbursable expense of the traveler.

(1) Rental cars may be used as part of a trip using public transportation if use of a rental car provides the most economical and practical means of travel. The use of a rental car must be noted on the Travel Authorization in advance and authorized by the Department Head and Chief Administrative Officer. Justification for the use of the rental car must accompany that request. Rental car costs will not be reimbursed without prior authorization except in the case of emergencies. Exceptions may be granted at the sole discretion of the Chief Administrative Officer or designated CAO staff.

5. Reimbursement Rates

a. Maximum rates for reimbursement may not be exceeded unless due to special circumstances documented by the department head and approved by the Chief Administrative Officer. The amount of any reimbursement



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above the maximum shall be at the sole discretion of the Chief Administrative Officer.

b. Private Auto

Travel by private auto in the performance of "official County business" shall be reimbursed at the Federal rate as determined by the Internal Revenue Service.

Mileage for travel shall be computed from the employee's designated work place. If travel begins from the employee's residence, mileage shall be calculated from the residence or work place, whichever is less. (For example, an employee who lives in Cameron Park and drives to a meeting in Sacramento, leaving from the residence will be paid for mileage from the residence to Sacramento and back to the residence.)

The mileage reimbursement rate represents full reimbursement, excluding snow chain installation and removal fee, for expenses incurred by a County officer or employee (e.g., fuel, normal wear and tear, insurance, etc.) during the use of a personal vehicle in the course of service to El Dorado County.

c. Meals

Actual meal expenses, within maximum allowable rates set forth below, may be reimbursed routinely out-of-county travel, and for in-county overnight travel. Meals will not be provided for in-county travel or meetings which do not involve overnight lodging, unless special circumstances are involved such as the following:



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- (1) When meals are approved as part of a program for special training sessions, conferences, and workshops;
- (2) when employees traveling from the western slope of the county to Lake Tahoe and vice-versa are required to spend the entire work day at that location;
- (3) when the Director of Human Resources deems it appropriate to provide meals to a Human Resources interview panel;
- (4) when Senior Managers and/or Executives of El Dorado County or the El Dorado County Water Agency meet with executives of other governmental agencies, community organizations, or private companies in a breakfast, lunch or dinner setting in order to conduct County business. While such meetings are discouraged unless absolutely necessary to the efficient conduct of County or Water Agency business, such expenses for County managers require approval by the Chief Administrative Officer.

Actual costs of meals may be reimbursed up to a total of \$40 per day without regard to how much is spent on individual meals (e.g., breakfast, lunch, dinner, snacks), and without receipts. If an employee is on travel status for less than a full day, costs may be reimbursed for individual meals within the rates shown below.

Breakfasts may be reimbursed only if an employee's travel consists of at least 2 hours in duration before an employee's regular work hours. Dinner



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may be reimbursed if travel consists of at least 2 hours in duration after an employee's regular work hours.

Maximum Allowable Meal Reimbursement

| | |
|--------------------|-------------|
| Breakfast | \$8.00 |
| Lunch | \$12.00 |
| Dinner | \$20.00 |
| Total for full day | \$40.00/day |

d. Lodging

- (1) Lodging within county may be authorized by a department head if assigned activities require an employee to spend one or more nights in an area of the county which is distant from their place of residence (e.g., western slope employee assigned to 2-day activity in South Lake Tahoe).
- (2) Lodging may be reimbursed up to \$125 per night, plus tax, single occupancy. The Chief Administrative Office may approve extraordinary costs above these limits on a case by case basis when the responsible department head and Chief Administrative Office determine that higher cost is unavoidable, or is in the best interest of the County.
- (3) Single rates shall prevail except when the room is occupied by more than one County employee. However, nothing in this policy shall be construed to require employees to share sleeping accommodations



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while traveling on County business. In all travel, employees are expected to secure overnight accommodations as economically as possible and practical.

- (4) Lodging arrangements should be made, whenever possible and practicable, at hotels/motels which offer a government discount, will waive charges to counties for Transient Occupancy Tax, or at which the County has established an account. When staying at such a facility, the name of the employee and the department must appear on the receipt of the hotel/motel bill.

e. Other Expenses

All other reasonable and necessary expenses (i.e., parking, shuttle, taxi, etc.) will be reimbursed at cost if a receipt is submitted with the claim. Receipts are required except for those charges where receipts are not customarily issued, for example, bridge tolls and snow chain installation and removal fees. When specific cost guidelines are not provided by the county, reasonableness of the expense shall be considered by the department head and Chief Administrative Officer before deciding whether to approve.

Reasonable costs for snow chain installation and removal may be claimed and reimbursed. The purchase cost of snow chains would not be an allowable charge against the county.

6. Advance Payments



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The Auditor may provide advance funds for estimated "out of pocket" expenses up to seventy-five percent (75%), but no less than \$50.00. The "out of pocket" expenses may include meals, taxi and public transportation, lodging, parking, and pre-registration costs.

7. Compliance - Claimant Responsibility

It is the responsibility of the claimant to understand and follow all policies and procedures herein in order to receive reimbursement for mileage, travel and expense claims. Any form completed improperly or procedure not followed may result in the return of a claim without reimbursement.

8. Procedures:

- a. Authorization to incur expenses must be obtained as set forth in this County policy, and as may be directed by the department.
- b. Requests for advance funds for anticipated travel expenses itemized on the Travel Authorization Request form are obtained by indicating this need on that form prior to processing the request.
- c. Forms which require Chief Administrative Office approval should be submitted to the Chief Administrative Office, after department head approval, at least 7 to 10 days prior to travel to allow time for processing through County Administration and Auditor's Department.
- d. Cancellation of travel, requires that any advanced funds be returned to the Auditor Controller's office within five (5) working days of the scheduled



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departure date. If the advance is not returned within this time frame, the employee could jeopardize their standing to receive advances in the future.

- e. Travel Claims are due to the Auditor within 30 days after completion of travel. Personal Mileage and Expense Claims are due to the Auditor within 15 days after the end of each calendar month. The due date may be extended if deemed appropriate by the County Auditor. Claims must itemize expenses as indicated on claim forms, and must be processed with receipts attached.
- f. Reimbursements will be provided expeditiously by the County Auditor upon receipt of properly completed claim forms. The Auditor's Office shall promptly review claims to determine completeness, and if found incomplete, will return the request to the claimant noting the areas of deficiency.
- g. Personal Mileage and Expense Claim forms should be completed for each calendar month, one month per claim form. These monthly claims are due to the Auditor within 15 days following the month end; however, the deadline may be extended if deemed appropriate by the County Auditor. If monthly amounts to be claimed are too small to warrant processing at the end of a month (i.e., if cost of processing would exceed the amount being claimed), the claims for an individual may be accumulated and processed in a batch when a reasonable claim amount has accrued. In any event, such claims shall be made and submitted to the County Auditor for accounting and payment within the same fiscal year as the expense was incurred.
- h. Expense Claim Form



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For the purpose of travel and meeting expenses, the claim form is to be used for payments to vendors. The employee must obtain Department Head approval and submit the claim to the Auditor's Office within sixty (60) days of the incurred expense.