



267-S1311

**Agreement for Services 007D-A-12/13-BOS
Between the
County of El Dorado and ICF Jones & Stokes, Inc.**

COUNTY FILE NUMBER PA12-0007

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 ICF Jones & Stokes Inc. (an ICF International company hereinafter referred to as ICF) a corporation, duly qualified to conduct business in the State of California, whose principal place of business is 630 K Street, Suite 400, Sacramento, CA 95814 (hereinafter referred to as "Consultant");

RECITALS

WHEREAS, County has determined that it is necessary to obtain a consultant to assist in the preparation of legally and technically adequate Environmental Impact Report (hereinafter referred to as "EIR") for the Lime Rock Valley development project located in the Shingle Springs area of El Dorado County, California.

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; and

WHEREAS, both County and Consultant make this Agreement with full knowledge of the requirements of the California Environmental Quality Act (CEQA) of 1970 (Public Resources Code, §21000 et seq.) and the State CEQA Guidelines (California Administrative Code, Title 14, Division 6, §15000 et seq.) adopted pursuant thereto, and County's General Plan amendment procedures.

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

ARTICLE I

Scope of Services: Consultant agrees to furnish the personnel and equipment necessary to provide services described in Exhibit A incorporated hereto and made by reference a part hereof. No work shall be completed prior to a letter to proceed being provided by the contract administrator or designee. Consultant acknowledges that the work is intended to result in a legally and technically adequate EIR which would be certified by the Board of Supervisors of the County of El Dorado.

ARTICLE II

Term: This Agreement shall become effective upon final execution by both parties hereto and shall expire three (3) years from the date of execution thereof.

ARTICLE III

Compensation for Services:

- A. Consultant agrees, understands, and acknowledges that the monies utilized by County to pay it as set forth under this Agreement are provided by the Applicant (G3 Enterprises, Inc.) under a separate agreement between County and the Applicant. Consultant agrees that payment, or any portion thereof, to it under this Agreement shall be expressly conditioned on, and dependent upon the payment to County by the Applicant under the terms of said separate agreement, and that County has no obligation to pay Consultant for work performed hereunder until County receives the requisite monies from the Applicant.

- B. Subject to (A) above, for services provided herein, County agrees to pay Consultant monthly in arrears and within forty-five (45) days following the County's receipt and approval of itemized invoices(s) identifying services rendered. For the purposes of this Agreement, the billing rate shall be as follows:

The Lime Rock Valley Specific Plan EIR		
Task	Description	Cost
1.0	Project Initiation	\$ 4,067
2.0	Project Management and Meetings	\$ 16,759
3.0	Prepare Project Description and Notice of Preparation	\$ 19,622
4.0	Administrative Draft EIR	\$167,816
5.0	Public Draft EIR	\$ 23,368
6.0	Respond to Comments	\$ 29,478
7.0	Final EIR	\$ 12,018
8.0	Attend Public Meetings	\$ 6,745
9.0	Prepare Notice of Determination	\$ 309
10.0	Direct Expenses	\$ 2,900
	TOTAL	\$283,082

The total amount of this Agreement shall not exceed Two Hundred Eighty Three Thousand Eighty Two Dollars and 00/100 (**\$283,082.00**).

- C. Travel and/or mileage expenses, if applicable, shall be made in accordance with Exhibit B, "Board of Supervisors Policy D-1," incorporated herein and made by reference a part hereof up to the not-to-exceed amount of the Agreement.

ARTICLE IV

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 V

Consultant to County: 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. The following additional provisions shall also apply:

- A. Conformity with Statutes, Decisions, Guidelines and Ordinances. The EIR shall be written in conformity with all applicable State statutes including but not limited to CEQA (Public Resources 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 County, and in the format presently prescribed by County. All subjects in the format shall be addressed even if only to state that there is no significant impact. The format may be expanded where necessary to address a subject in greater detail. Conformity with any relevant judicial decisions, guidelines, or ordinances is also required.
- B. Responsibility for Preparation. The EIR shall be prepared for County in fulfillment of the obligations of County as the public agency having responsibility for preparation of an EIR for the project. It is understood that Consultant shall prepare the EIR so as to be as accurate and objective as reasonably possible.
- C. Meetings to be Attended. Consultant shall attend such meetings as County staff determines will be necessary to complete Consultant's obligations under this Agreement, as specified in Exhibit A. Additional meetings shall be compensated as specified in any addendum to this Agreement entitled "Change Orders."
- D. Designation of Responsible Primary Contact. Consultant shall have a Responsible Primary Contact who shall be responsible for Consultant's obligations under this Agreement who shall serve as primary liaison between County and Consultant.

Consultant shall provide experienced and qualified personnel, to carry out the work to be performed by Consultant under this Agreement and shall be

responsible for and in full control of the work of such personnel. Consultant may retain subconsultants for data collection with the prior approval of County, and Consultant shall be responsible for and in full control of the work of such subconsultants. The Responsible Principal shall notify County when Consultant contacts, or is contacted by, Applicant, as well as the substantive nature of said contact.

- E. Relationship Between Parties: Work Standards. The parties to this Agreement agree that the relation created by, and for the duration of this Agreement is that of independent contractor. Consultant is not an agent or employee of County and, among other things, is not entitled to the benefits provided by County to its employees, including but not limited to workers' compensation insurance and unemployment insurance. County shall not provide office or other workspace for Consultant. 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 an EIR. Consultant assumes responsibility for the EIR being prepared in a professional manner. Consultant acknowledges that County is the ultimate authority, and must affect independent judgment as to the contents of the EIR and its adequacy. In the event of any disagreements between Consultant and County staff, subconsultants if any, the Applicant, or experts or other consultants retained by Applicant, Consultant shall immediately report such disagreement to the Development Services Director of County who shall have sole authority to decide and resolve all such disagreements. Nothing in this paragraph shall be deemed to negate, effect, or alter the independent contractor relationship between the parties to this Agreement.
- F. Materials and Equipment. Consultant shall furnish, at his/her/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.

- G. County to Furnish Information Available. All information, data, records, and maps which are available in County records for performing Consultant's services as specified herein, shall be furnished by County to Consultant. Upon request of Consultant, County shall furnish the names and addresses of interested public agencies, but Consultant shall be responsible for all liaisons which may be made with these agencies, or other interested parties. Consultant shall be responsible for developing and obtaining any additional information reasonably required to complete the EIR.
- H. Correction of Errors. The correctness and completeness of any information furnished by Consultant shall be within the discretion of the Development Services Director. Consultant will perform any field work and will prepare any maps, charts, or data necessary to correct errors, omissions, discrepancies, deficiencies, or ambiguities in the EIR without additional compensation. Consultant will give immediate attention to these changes so that there will be no delay to County in meeting the schedule set forth in the work program and contract.
- I. Data Developed in Public Domain. All information, data, maps, charts, and studies developed by Consultant which are made a part of the Administrative Draft EIR, the Draft EIR or the Final EIR, are in the public domain and may be used by Consultant or 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 EIR, Draft EIR or Final EIR.
- J. Documents, Maps, and Photographs Developed are County Property. All original documents, maps, charts, photographs, and other material prepared by Consultant which are made a part of the Administrative Draft EIR, Draft EIR, or Final EIR shall be the property of County and shall be delivered to County prior to final payment.

ARTICLE VI

Confidentiality: Consultant shall maintain the confidentiality and privileged nature of all records together with any knowledge therein acquired, in accordance with all applicable State and Federal laws and regulations, as they may now exist or may hereafter be amended or changed. Consultant, and all Consultant's staff, employees and representatives, shall not use or disclose, directly or indirectly at any time, any said confidential information, other than to the Development Services Department for the purpose of, and in the performance of the Agreement. This confidentiality agreement shall survive after the expiration or termination of this Agreement.

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

Independent Consultant/Liability: Consultant is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Consultant exclusively assumes responsibility for acts of its employees, associates, and subconsultants, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Consultant shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Consultant or its employees.

ARTICLE IX

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 X

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. 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.

- 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 upon seven (7) calendar days written notice by County without cause. 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.

ARTICLE XI

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
DEVELOPMENT SERVICES DEPARTMENT
2850 FAIRLANE COURT
PLACERVILLE, CA 95667
ATTN: ROGER P. TROUT, DEVELOPMENT SERVICES DIRECTOR

Or to such other location as the County directs.

Notices to Consultant shall be addressed as follows:

ICF JONES & STOKES, INC.
630 K STREET, SUITE 400
SACRAMENTO, CA 95814
ATTN: MAGGIE TOWNSLEY

Or to such other location as the Consultant directs.

ARTICLE XII

Indemnity: The Consultant shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Consultant's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Consultant, subconsultant(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Consultant to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

ARTICLE XIII

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

- A. Full Worker's Compensation and Employer's 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 and a \$2,000,000.00 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 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 or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- E. Consultant shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- 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 Risk Management 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 prior written notice to County, and;
2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, 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 in 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 Risk Management, as essential for protection of the County.

ARTICLE XIV

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 XV

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 XVI

Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. Consultant attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this contract and will not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement. County represents that it is unaware of any financial or economic interest of any public officer or employee of Consultant relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in the Article in the Agreement titled, "Default, Termination and Cancellation".

ARTICLE XVII

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 XVIII

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 XIX

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.

ARTICLE XX

Administrator: The County Officer or employee with responsibility for administering this Agreement is Roger Trout, Director, Development 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.

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.

Requesting Contract Administrator Concurrence:

By: _____
Roger Trout, Director
Development Services Department

Dated: _____

Requesting Department Head Concurrence:

By: _____
Roger Trout, Director
Development Services Department

Dated: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

Dated: _____

By: _____

Chair
Board of Supervisors
"County"

ATTEST:
Terri Daly, Acting Clerk
of the Board of Supervisors

By: _____
Deputy Clerk

Dated: _____

--CONSULTANT--

ICF jones & stokes, INC.
(A CALIFORNIA CORPORATION)

By: _____
Maggie Townsley
Vice Presidnet
"Consultant"

Dated: _____

By: _____
Corporate Secretary

Dated: _____

(MLW)

(267-S1311)

APPROACH AND METHODOLOGY

ICF has constructed a work plan that takes into consideration available information, including the biological and cultural resources studies and reports prepared for the Lime Rock Valley property to date, while still providing the highest-level of quality to produce a legally defensible document. ICF is committed to working with El Dorado County (County) to further refine the cost proposal and/or schedule as necessary for the success of the project.

We propose Maggie Townsley, as the project director, to oversee the EIR process, provide strategy, and participate in County staff and public meetings, while Bonnie Chiu will serve as project manager, and will provide day-to-day management of the ICF team and be the main point of contact for the County. This proven team arrangement provides several benefits including cost-savings and a hands-on approach by an attentive project manager. Our proposed team also includes ICF's in-house California Environmental Quality Act (CEQA) advisor, Terry Rivasplata, AICP, and our proposed planning advisor to G3, Sally Zeff, AICP. Our organizational chart is presented below. The members of this leadership team have worked together for decades and will ensure the highest level of strategic and tactical assistance on the project.

ICF has prepared an achievable work plan that demonstrates a thorough understanding of the requirements for completion of the Lime Rock Valley Specific Plan EIR. In order to ensure an expedient and efficient kickoff to the EIR, ICF will prepare a Data Needs Tracking Matrix for the Lime Rock Valley Specific Plan EIR ahead of the kickoff meeting, based upon existing data provided by the applicant to the County for the properties and other reports. This matrix will foster an aggressive start to the project and allow County staff to begin compiling data immediately.

To further streamline the EIR schedule, we propose submittal of the draft EIR sections in small batches, which we refer to as the staggered submittal method. This concept is based on submitting the sections that can be prepared early in the process and without the need for lengthy technical studies in advance of the sections that require more time. This form of submittal works best when the majority of review time is provided in the first review cycle (administrative draft) and the focus is placed on only the revisions in the second cycle (screencheck draft).

ICF also understands that the EIR process and the Specific Plan process are intended to run concurrently. The technical analyses will be used for both documents, and the preliminary assessment of alternatives will be used to structure solutions in the Specific Plan. ICF intends to collaborate with County staff throughout this iterative process, employing our proven methodologies detailed in our Scope of Work to build consensus, credibility, and legal defensibility into the EIR process and the documents themselves.

Based on our experience preparing complex EIRs under aggressive schedules, we have included recommendations in several areas of our Scope of Work that will facilitate the completion of the project within the desired timeframe.



Organizational Chart

ICF is a full-service environmental consulting firm with a long history of working on development projects in the Sacramento region. We propose a team of dedicated professionals with development experience coupled with CEQA expertise, that is familiar with local issues and has the capacity to provide the County with quality time and effort.

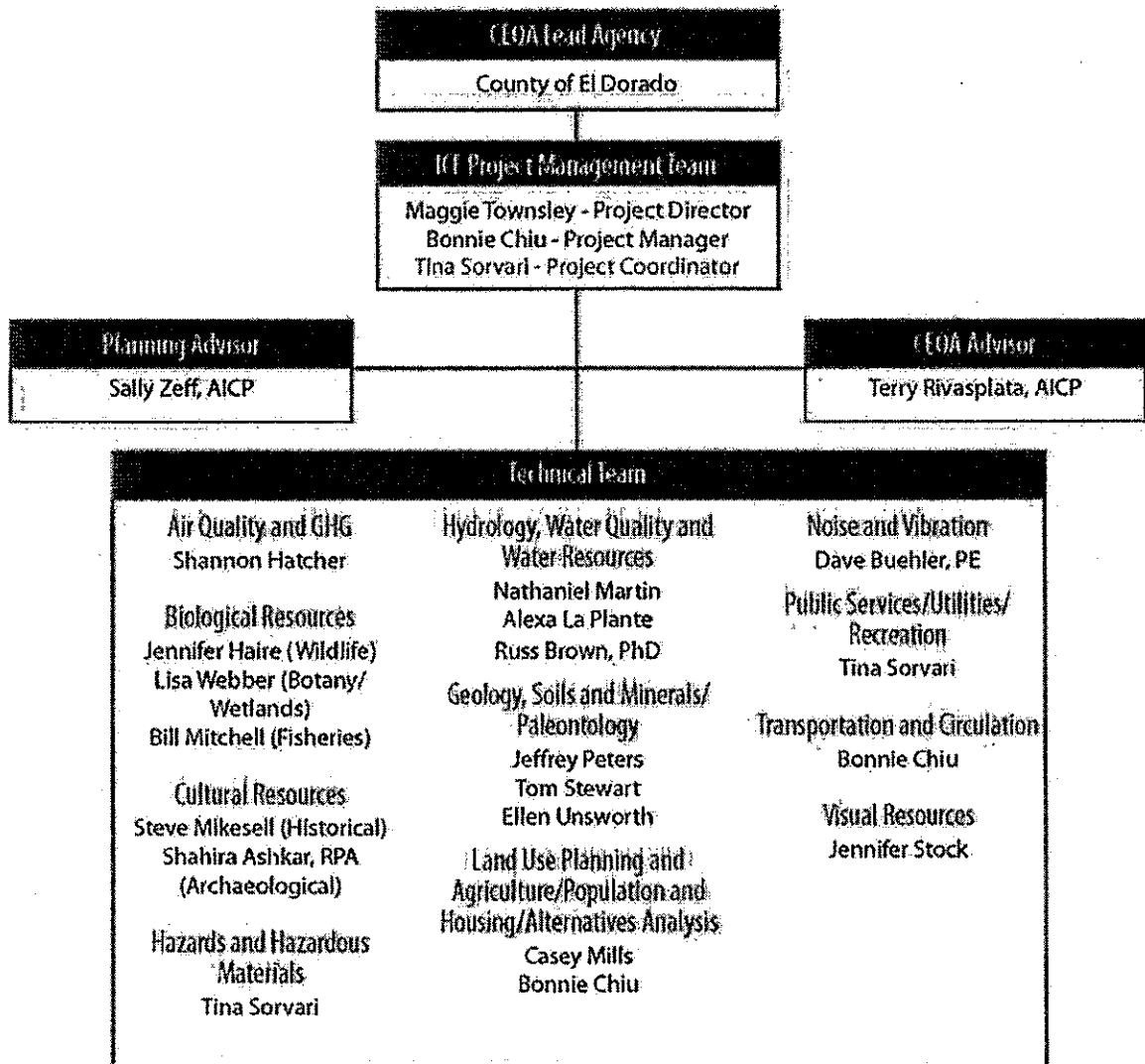


Figure 1. Proposed Team Organization

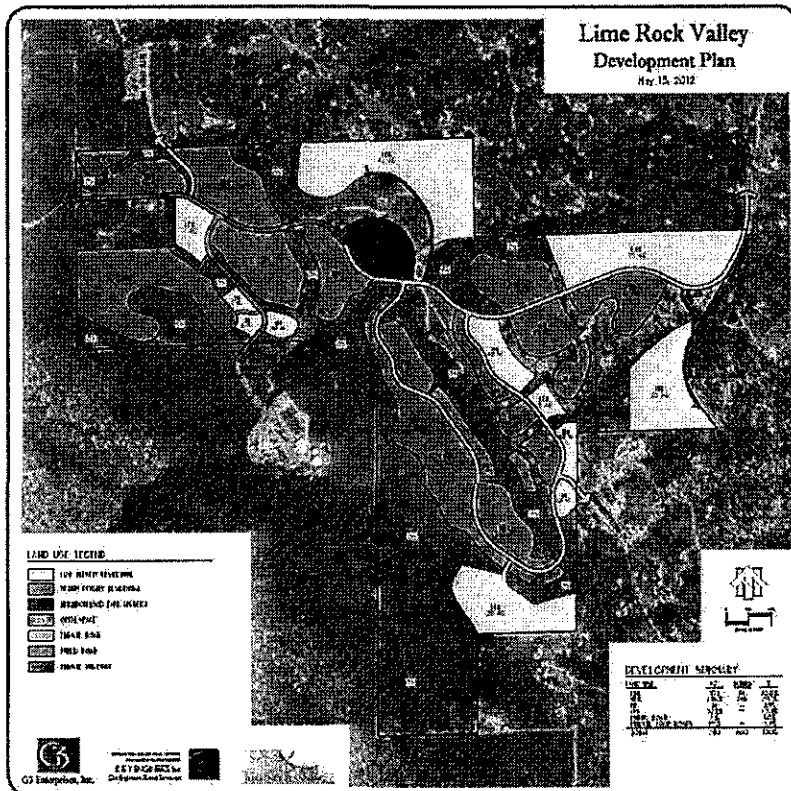
PROJECT UNDERSTANDING

The project applicant—G3 Enterprises, Inc.—proposes entitlement of approximately 740 acres located on the western slope El Dorado County, south of US Highway 50, approximately 19 miles west of the City of Placerville and 24 miles east of downtown Sacramento. The project site is bounded on the north by Cameron Park Estates, on the east by the Sacramento-Placerville Transportation Corridor JPA, on the south by Royal Equestrian Estates and on the west by a proposed development, The Village of Marble Valley, and the Deer Creek Wastewater Treatment Plant.

The proposed development, the Lime Rock Valley Specific Plan, consists of a comprehensive planned residential community with a variety of lot sizes and housing types whose sensitive planning ensures the preservation of significant historical sites and prominent natural features including oak woodlands, steep slopes, streams and wetlands. Pedestrian links to a public neighborhood park and a village green with recreation amenities will provide a sense of community.

The Lime Rock Valley Specific Plan proposes a mix of low-, medium- and high-density residential uses on approximately 370 acres. Other features of the plan include a 14-acre neighborhood park, a village green with recreation amenities, and an extensive public and private open space system of 321 acres. Concurrently with the preparation of the Specific Plan, the project developer will be seeking annexation into the El Dorado Irrigation District; the El Dorado Hills Community Service District; El Dorado Hills Fire District; and the Buckeye School District.

In preparation of this scope of work, ICF has reviewed various documents related to the Lime Rock Valley. The following documents were made available to ICF in preparation of this scope of work and will become the foundation for existing documents utilized for EIR preparation.



- Biological Resources Survey, Prepared by Kjeldsen Biological Consulting (December 2009)
- Cultural Resources Study of the Lime Rock Valley Property, Prepared by Historic Resource Associates (April 2009)
- Lime Rock Valley Briefing Book - Preliminary Draft, G3 Enterprises, Inc. (May 2012)

The Lime Rock Valley Specific Plan EIR will analyze the proposed development of the site and changes in density as well as the associated local approvals, including adoption of a general plan amendment, specific plan, rezone, annexations, development agreement, facilities master plan, infrastructure financing plan, and tentative and final subdivision maps. This EIR will be a project-level EIR covering all elements of project implementation.

SCOPE OF WORK

Task 1. Project Initiation

1.1 Kickoff Meeting

Following contract initiation, ICF's project director and project manager will meet with County Development Services staff to:

- Discuss existing information and background data, including development plan application and known data gaps
- Confirm scope of work and discuss revisions, if any
- Discuss overall project schedule and EIR schedule
- Establish communication protocols between the County, its consultants, ICF, and the public

It will be important to establish the appropriate communication protocols at the initiation of the project. Following the meeting, ICF will prepare a memo summarizing the results of the kickoff meeting, a finalized detailed schedule, and a tracking table of data gaps.

Deliverables

- Summary of meeting notes from kickoff meeting (electronic format)
- Detailed working schedule (MS Project format, unless requested otherwise)
- Matrix of existing data and data gaps

Task 2. Project Management and Meetings

This scope of work includes preparation for and attendance by ICF's project management team at meetings, and ongoing project management, coordination, and correspondence with County staff, the Project Proponent and its subconsultants, traffic consultant Fehr & Peers, and internal staff.

Deliverables

- Monthly invoice reports with progress summaries

Task 3. Prepare Project Description and Notice of Preparation

3.1 Project Description

ICF will prepare the project description for the EIR, based on review of all application materials submitted to the County. The project description will contain all the requirements listed in section 15124 of the State CEQA Guidelines as provided below. The draft project description will be submitted to the County for review. Upon receipt of comments, ICF will incorporate the addressed comments and finalize the project description. The final project description will be attached to the Notice of Preparation (NOP) and used for Draft EIR project impact analysis.



15124. Project Description

The description of the project shall contain the following information but should not supply extensive detail beyond that needed for evaluation and review of the environmental impact.

- a) The precise location and boundaries of the proposed project shall be shown on a detailed map, preferably topographic. The location of the project shall also appear on a regional map.*
- b) A statement of objectives sought by the proposed project. A clearly written statement of objectives will help the lead agency develop a reasonable range of alternatives to evaluate in the EIR and will aid the decision makers in preparing findings or a statement of overriding considerations, if necessary. The statement of objectives should include the underlying purpose of the project.*
- c) A general description of the project's technical, economic, and environmental characteristics, considering the principal engineering proposals if any and supporting public service facilities.*
- d) A statement briefly describing the intended uses of the EIR.*
 - (1) This statement shall include, to the extent that the information is known to the Lead Agency,*
 - (A) A list of the agencies that are expected to use the EIR in their decision-making, and*
 - (B) A list of permits and other approvals required to implement the project.*
 - (C) A list of related environmental review and consultation requirements required by federal, state, or local laws, regulations, or policies. To the fullest extent possible, the lead agency should integrate CEQA review with these related environmental review and consultation requirements.*

Based on project description information provided to the County by the project applicant, ICF will prepare the draft project description for the EIR for the County's review. Following review and comment, ICF will prepare the final project description on which the EIR will be based. Once the impact analysis has begun, significant changes in the project description made after initiation of the impact analysis may require additional work.

3.2 Notice of Preparation

ICF will prepare the NOP for distribution, which will include a brief announcement regarding the 30-day public review period and a description of the proposed project. The NOP will not include an Initial Study, but will include a summary of the issues to be addressed in the EIR. ICF will deliver 15 copies of the NOP and one copy of the Notice of Completion form to the State Clearinghouse, and will submit an additional 15 copies to the County for additional distribution.

CEQA allows the Lead Agency to skip the Initial Study when it is determined an EIR is the appropriate environmental document (Section 15060(d)). ICF recommends skipping the Initial Study process, issuing the NOP, and starting immediately on the EIR. This will save time and costs and use the EIR to provide sufficient analysis to rule out impacts on resources that would have otherwise been eliminated in the Initial Study.

3.3 Public Scoping Meeting

Because the project will be of area-wide significance, a scoping meeting is required pursuant to Section 15082(c)(1) of the CEQA Guidelines. ICF will work with the County to facilitate a scoping meeting to solicit public input on the scope of the EIR. We will work with County staff to determine the most appropriate format for the scoping meeting (e.g., open house or community presentation) and prepare all materials necessary for the scoping meeting (PowerPoint Presentation, comment cards, sign-in sheets, handouts, poster boards). ICF's project manager and applicable technical staff will be available to present project information, as well as information regarding the environmental process. We will facilitate public comments from the audience and provide a meeting summary to the County following the scoping meeting. We have budgeted 8 hours for any such assistance. Please note that no direct expenses (e.g., for newspaper notices) have been budgeted for this task and any supplemental materials would be delivered electronically.

Deliverables

- Draft project description (MS Word and PDF format via electronic mail)
- Revised project description (MS Word and PDF format via electronic mail)
- Draft NOP (MS Word and PDF format via electronic mail)
- Final NOP (MS Word and PDF format via electronic mail and 30 hard copies)
- Summary of public comments from scoping meeting (MS Word via electronic mail)

Task 4. Administrative Draft EIR

ICF will prepare the administrative draft EIR in compliance with requirements of CEQA and the County. After each author/technical expert finishes a resource section, the section will be reviewed by a senior technical specialist, the project manager, and will be given a final QA/QC review by our designated ICF in-house CEQA advisor, Terry Rivasplata, AICP. Prior to submitting the administrative draft EIR to the County for review, all sections will undergo editing and formatting by our team of editing staff.

Although several EIR sections are dependent upon the completion of technical studies or other sections (e.g., air quality and noise analyses), there are several EIR sections that can be initiated immediately after the EIR kick-off, resulting in schedule efficiencies. This allows for a staggered group submittal method that provides several benefits over the standard submittal method and which has been successfully used for several of our recent EIRs.

Because specific sections will be ready well in advance of others, ICF proposes using a staggered submittal schedule which will help expedite the schedule.

Each resource section will contain a concise description of the methodology used in the analysis and the thresholds of significance used to determine whether an impact is significant. Thresholds of significance will be based on Appendix G of the CEQA Guidelines, County standards, and any applicable agency standards. The methodology for development of mitigation measures will also be described.

Executive Summary

The executive summary of the EIR is required by CEQA. Very often, the executive summary consists of repetition of the project description and a table of impacts and mitigation measures. While satisfying the requirements of CEQA, this type of executive summary is not very helpful to the lay reader, even those who are highly educated and aware. We propose to prepare an executive summary that meets the requirements of CEQA but is written as a true summary of EIR findings.

The details of the exact wording of the impacts and mitigation measures presented in the EIR will be presented in table format and will be placed at the end of the executive summary. The body of the chapter will contain a concise, clearly written summary of the proposed project's elements, the alternatives analyzed, and the findings of the EIR.

Introduction

This chapter of the EIR will include a discussion of the purpose and requirements of CEQA, the purpose and requirements for an EIR, and the scope of the EIR. It will also provide a summary of the proposed project, including the proposed Lime Rock Valley Specific Plan.

In addition, the introduction chapter will identify lead, responsible, and trustee agencies and their role in the project approval. It will include summary of all NOP comments and a brief summary of the issues raised in comment letters. Furthermore, it will describe the public review and participation process for the EIR, as required by CEQA. It will also list the document's organization by section.

Project Description

The project description prepared under Task 3 will be used for this chapter. The study area for the EIR will be defined in text and depicted graphically in this chapter.

Air Quality

The air quality analysis will focus on the criteria pollutants of greatest concern in the Mountain Counties Air Basin (MCAB) that will be generated by construction and operation of the proposed

project. Those pollutants include ozone precursor (reactive organic gases [ROGs] and oxides of nitrogen [NOX]), carbon monoxide (CO), and inhalable particulate matter (PM10 and PM2.5). ICF air quality specialists will prepare an air quality analysis describing existing air quality conditions, the project's air quality impacts, and mitigation measures, including those recommended and required by the El Dorado County Air Pollution Control District (EDCAPCD), designed to reduce the significance of identified project-related air quality impacts.

In the project setting section, ICF will describe the existing environmental conditions and the current air quality regulatory environment as it applies to this project. We will summarize meteorological and climatological data for the project study area, as well as localized conditions in the vicinity of the proposed project using data collected by the EDCAPCD and the California Air Resources Board (ARB). The pollutants of concern in the proposed project area and their known health effects will also be described. The existing state and federal ambient air quality standards; the region's attainment status with regard to those standards; and a discussion of applicable air quality goals, policies, and attainment plans of state and local agencies, including the region's most recent air quality plans, will be summarized. We will also describe the general locations of existing sensitive receptors in the project vicinity.

In the project impacts section, ICF will identify significant impacts using the EDCAPCD's adopted thresholds of significance, Guide to Air Quality Assessment. We will describe the air quality thresholds used to identify significant impacts based on the EDCAPCD's Guide to Air Quality Assessment guidance document, as well as the methodology used to estimate project-related emission impacts. We will present a comparison of project emissions and impacts between the various alternatives.

ICF will quantify construction emissions and evaluate resulting potential impacts associated with the proposed project. Project construction activities would involve the use of off-road construction equipment and on-road trucks. Because these sources would primarily use diesel fuel, they would generate emissions of diesel exhaust in the form of ROG, CO, NOX, SOX, PM10 and PM2.5. In addition, off-road construction equipment traveling over unpaved surfaces and performing earthmoving activities such as demolition, site clearing, or grading would generate fugitive dust emissions in the form of PM10 and PM2.5. Worker commute trips would generate vehicle exhaust and paved road dust emissions. Coating and paving activities would generate VOC emissions. Emissions will be quantified using the CalEEMod emissions model and construction data (i.e., anticipated construction schedule and equipment) provided by the project applicant. The analysis of construction impacts will also address construction-related mitigation measures required by the EDCAPCD, including adherence to EDCAPCD Rules and Regulations.

Peak daily construction emissions will be quantified for comparison to local emission thresholds adopted by the EDCAPCD. Emissions will first be calculated for the individual construction activities. Peak daily emissions will then be determined by summing emissions from overlapping construction activities as indicated by a project construction schedule. Equipment usage and scheduling data will be used to calculate emissions for the proposed construction activities.

ICF will use the traffic data from the transportation and circulation analysis (i.e., trip generation rates) and the CalEEMod emissions model to estimate operational emissions of ROG, NOX, CO, PM10, and PM2.5 from project-related vehicle emissions. Motor vehicle emission estimates will be based on motor vehicle activity (number of trips, trip length) data provided by the traffic

analysis prepared by the project transportation engineer. Operational emissions associated with area sources (i.e., architectural coatings, landscaping activities, commercial space and water heating, and consumer products) will also be estimated with the CalEEMod emissions model. Estimated peak daily operational emissions will be quantified for comparison to applicable EDCAPCD emission thresholds.

For the assessment of CO impacts, ICF will review data from the traffic impact assessment to determine the need for localized CO modeling, based on methodology contained in the Caltrans Transportation Project-Level Carbon Monoxide Protocol. We will use the CALINE4 model and the latest version of ARB emission factors (EMFAC2007/EMFAC2011) to estimate CO concentrations at key intersections analyzed in the transportation and circulation analysis. CO concentrations at up to five (5) intersections within the project area will be evaluated under all project conditions. CO impacts will be assessed by evaluating whether the proposed project meets the ambient air quality requirements for localized pollutants by determining whether it causes or contributes to an exceedance of state or federal CO standards.

We will qualitatively evaluate the potential for adverse health risks associated with exposure of existing sensitive receptors to exhaust emissions from construction activities using methodologies recommended in the EDCAPD's Guide to Air Quality Assessment and based on consultation with EDCAPCD staff. In addition, we will qualitatively evaluate the potential for adverse health risks resulting from exposure of new sensitive receptors to motor vehicle exhaust from US 50 based on consultation with EDCAPCD staff. In the event that consultation with EDCAPCD staff indicates that a quantitative assessment of health risks is necessary, we will modify our scope of work to reflect the additional analyses.

Based on available data, the project area could include areas where naturally occurring asbestos (NOA) may be located. Our staff geologists will review available geotechnical studies prepared by the applicant, and conduct a records search of published data to determine the likelihood of the presence of NOA at the project site. If NOA is likely to be found, we will identify mitigation measures, if available and appropriate, to augment the EDCAPCD's fugitive dust and asbestos hazard mitigation requirements (EDCAPCD Rule 223) to reduce short-term and long-term exposure of nearby sensitive receptors to airborne NOA exposure.

Where significant impacts are identified, ICF will identify mitigation measures to reduce the significance of project-related impacts, where feasible.

Biological Resources

The following scope of work for biological resources is based on our understanding of the project and our experience in the region. A wetland and drainage assessment, botanical survey, and wildlife reconnaissance surveys have been conducted for the proposed project. ICF understands that LSA will conduct biological resources surveys necessary to support the CEQA document. This scope assumes that LSA will provide the updated survey results and technical study to ICF for preparation of the biological resources setting section and impact analysis in the EIR.

The ICF biological team, consisting of a botanist/wetland ecologist, wildlife/fisheries biologist and will review existing and available information pertaining to the project area, including searches of the California Natural Diversity Database, California Native Plant Society's

(CNPS's) Inventory of Rare and Endangered Plants of California, U.S. Fish and Wildlife Service (USFWS) species list, and previously prepared technical reports for the proposed project. Based on the database searches, ICF will develop tables of potential special-status species to occur in the project area for LSA's use. LSA will populate the table with information regarding the rationale for a species to potentially occur in the project area, based on existing and available information and updated surveys.

A delineation of waters of the state and waters of the United States will be needed for the permitting process and to obtain a preliminary or approved jurisdictional determination from the U.S. Army Corps of Engineers (USACE). This scope of work assumes that LSA will conduct the delineation and submit it to the USACE for verification. The delineation is not included as part of this proposal, but qualified ICF wetland ecologists could perform the survey under an additional scope of work and at additional cost. ICF will use the verified delineation map to identify and analyze project impacts on waters of the state and waters of the United States.

A tree survey of the project site will also be necessary to determine the mitigation for loss of oak trees according to the El Dorado County General Plan. The tree survey is not included as part of this proposal, but qualified ICF certified arborists could perform the survey under an additional scope of work and at additional cost.

Surveys for special-status plant species in the project area were conducted in 2009. Because these surveys are three years old, new surveys will be necessary prior to project construction in order to be acceptable to the USFWS for an assessment of potential impacts on federally listed plants. The DFG would also recommend more recent survey data for state- and CNPS-listed species. ICF botanists will use the results of the updated surveys for the impact analysis in the EIR. The EIR will include mitigation measures to avoid, reduce, and/or compensate for impacts if any special-status plants are found in the project area. Because surveys should be timed to correspond with obtaining permits and the estimated start of construction, we recommend timing the updated surveys and EIR within two years of the construction window.

Surveys in accordance with USFWS guidelines for valley elderberry longhorn beetle and California red-legged frog are valid for a period of two years and five years, respectively. Valley elderberry longhorn beetle and California red-legged frog surveys should be timed to correspond with obtaining permits and the estimated start of construction. LSA biologists will conduct surveys for valley elderberry longhorn beetle and California red-legged frog in accordance with USFWS guidelines. LSA will also conduct general surveys to determine the suitability of habitat for other special-status wildlife species. This information will be provided to ICF for use in the EIR.

The ICF biological team will conduct reconnaissance field surveys to verify the project area issues, confirm mapping of resources, and analyze the existing data to support preparation of the project-level analysis for the Biological Resource chapter of the EIR. The biological survey area will consist of the proposed project construction area and a 250-foot buffer around this area (if access is available), where biological resources could be indirectly affected by the proposed project. ICF assumes that G3 Enterprises will attempt to obtain and coordinate access to the 250-foot buffer area if it extends beyond the project property line.

The Biological Resources chapter of the EIR will include a setting section that describes waters of the state/waters of the United States (including wetlands), and the special-status species documented or with suitable habitat in the project area. We assume that G3 Enterprises will



provide digital files of any available resource maps (i.e., wetland delineation, special-status species maps, etc.) for use in preparation of the EIR. This section will also contain a regulatory subsection that discusses the project's consistency with local, state, and federal policies and regulations.

The Biological Resources chapter of the EIR will also include an impact analysis section that identifies clear significance criteria and thresholds. This section will also include a project-specific evaluation of potential impacts from the proposed project. After potential impacts are identified, the biologists will develop feasible mitigation measures that would be acceptable by the agencies and required as conditions of state and federal permits.

Cultural Resources

The following scope of work for cultural resources is based on our understanding of the project and our experience in the region. ICF has reviewed the existing documentation of cultural resources work conducted for the project area. The last survey of the project area was conducted in 2007 and the last records search at that same time. Both of these efforts addressed only a portion of the project area; the remainder of the project area was last examined in 1990. The 2009 survey report concludes that two historic sites and three prehistoric sites meet applicable significance and eligibility criteria, for federal and state standards. The 2009 Historic Resource Associates report makes preliminary mitigation proposals for the five eligible sites; ICF will review those recommendations and reserve the possibility of revising those recommendations while preparing the EIR cultural resources sections.

ICF understands that G3's cultural resources consultant, Historic Resource Associates, will conduct any additional surveys that may be needed to meet the requirements of CEQA, and if necessary, Section 106 of the National Historic Preservation Act (NHPA). Preliminary analysis of the 2009 report indicates that a records search update, additional survey work, and Native American consultation will be required to meet Section 106 standards. This scope of work also assumes that Historic Resource Associates will provide its survey results and technical study to ICF for preparation of the cultural resources setting section and impact analysis in the EIR. ICF also understands Historic Resource Associates will provide Section 106 permit-related services on behalf of the project.

An ICF archaeologist and architectural historian will review the Historic Resource Associates cultural resources study and attend a one-day field visit with Historic Resource Associates cultural staff to verify the resources and the project area. Based on the inventory of the area of potential effects (APE) and the recording and evaluation of the resources conducted by Historic Resource Associates, ICF will prepare the cultural resources section of the EIR. This section will include a regulatory setting, a condensed cultural context, a summary of the methods and results of the previous studies, an evaluation of the impacts on cultural resources and proposed mitigation to reduce these impacts to a less than significant level, where possible.

Assist with SB 18 (2004) Consultation

Because this project involves a proposed specific plan, it will be necessary to comply with Senate Bill 18 (2004) (Government Code Section 65352), which involves Native American tribes in the planning process. ICF will contact the NAHC and request a list of Native American

representatives for SB 18 consultation. ICF will draft text for letters to be sent by the County and facilitate consultation as necessary.

Geology, Soils, Minerals and Paleontology

Geologic and soil issues associated with the project are anticipated to be minimal due to the low severity of seismic events and low probability of seismic activity in the project area vicinity. Nonetheless, per the Appendix G State CEQA Guidelines, all geologic, soils, seismic, mineral, and paleontological resources that may be affected by the proposed project will be discussed. Geologic and soil issues may include earthquake-induced ground shaking from distant active faults; liquefaction and other related hazards; soil erosion; and soil shrink-swell behavior, compaction, infiltration and runoff potential. Paleontology issues may include the potential presence of fossils in limestone in the project area. Sources expected to be used to analyze any potential impacts include geotechnical and soils reports (Lowry & Associates 1991; Youngdahl Associates 1994; Wallace Kuhl Associates 2000), published literature from the U.S. Geological Survey, the California Geological Survey, and the USDA Natural Resources Conservation Service. We assume that a site-specific geotechnical evaluation of the proposed project area will be required and that the project applicant will provide the geotechnical study for the proposed project area to ICF.

The setting section of the EIR will provide a description of geologic, topographic, soil, seismic, and paleontological conditions and constraints at the proposed project area for the topics listed above. Geologic, soil, and mineral content information will be drawn heavily from previously published reports. Impact assessment will be based on the findings of the relevant literature, identification of potential mineral sources affected, presence of naturally occurring asbestos (NOA), and map searches, as well as the geotechnical report. The potential impacts associated with NOA will be addressed in the Air Quality chapter, and cross-referenced in this chapter. Significance criteria will be drawn from the environmental checklist criteria. Based on the outcome of the impact analysis, mitigation measures will be prescribed for incorporation in the final project design.

Greenhouse Gas Emissions

ICF will prepare an analysis of greenhouse gas and climate change impacts associated with construction and operation of the proposed project. The greenhouse gas and climate change analysis will describe existing environmental and regulatory climate change quality conditions, followed by an analysis of the project's construction and operational impacts. The climate change analysis will focus on the greenhouse gases (GHG) of greatest concern, including carbon dioxide, (CO₂), methane (CH₄) and nitrous oxide (N₂O) that will be generated by construction and operation of the proposed project. The analysis will describe existing conditions, the project's impacts to climate change, impacts to the project resulting from climate change, and mitigation measures designed to reduce the significance of project-related climate change impacts.

In the project setting section, ICF will describe the key concepts of climate change, the GHGs of greatest concern and their contribution towards climate change, and the current climate change regulatory environment as it applies to this project. We will also summarize existing GHG levels in the project area.

In the project impacts section, ICF will evaluate the project's contribution towards climate change, as well as the effects of climate change on the project. Currently, neither the County of El Dorado nor the SMAQMD have identified a threshold of significance to evaluate climate change impacts. Consequently, we will coordinate with County and EDCAPCD staff to identify appropriate thresholds with which to evaluate impacts related to climate change. Because the State CEQA Guidelines allow lead agencies to "consider thresholds of significance previously adopted or recommended by other public agencies or recommended by experts, provided the decision of the lead agency to adopt such thresholds is supported by substantial evidence," we will evaluate thresholds already adopted by other public agencies, such as the Bay Area Air Quality Management District, Mojave Desert Air Quality Management District, and San Joaquin Valley Air Pollution Control District, in addition to draft guidance recommended by public agencies, such as the SMAQMD, County of Sacramento, San Luis Obispo Air Pollution Control District, and South Coast Air Quality Management District. It is anticipated that potential thresholds could include whether the proposed project would impede the State's ability to meet the reduction targets contained in AB 32 or whether the project would achieve a 29% reduction in emissions compared to business-as-usual (the reductions required to meet AB 32's GHG emissions target of 1990 levels by 2020). Based on the thresholds of significance ultimately selected based on consultation with County and EDCAPCD staff, we will identify whether project-related construction and operational emissions would contribute to a significant impact relating to climate change.

ICF will quantify construction-related GHG emissions resulting from on- and off-road fuel combustion using the CalEEMod emissions model, and other accepted protocols (i.e., California Climate Action Registry's [CCAR] General Reporting Protocol, California Air Pollution Control Officer's Association's [CAPCOA] Quantifying Greenhouse Gas Mitigation Measures, etc.) and construction data (i.e., anticipated construction schedule and equipment) provided by the project applicant.

ICF will quantify direct and indirect GHG emissions related to project operations. GHG emissions related to motor vehicle activity will be estimated from motor vehicle activity (number of trips, trip length) data estimated by the traffic analysis prepared by the project transportation engineer and the CalEEMod emissions model, as well as other accepted protocols. GHG emissions associated with building energy consumption (electricity and natural gas), water consumption and embodied emissions, waste water, and waste generation will be estimated based on consumption and generation data provided by the County and emission factor data from the CalEEMod emissions model, CAPCOA guidance, and other accepted protocols (CCAR, California Energy Commission [CEC], etc.). Where specific data is not available from the applicant, we will use default values based on other accepted protocols, models, and sources. These may include data from the CalEEMod emissions model, CAPCOA guidance, Residential Energy Consumption Survey, CCAR, etc. In addition, we will evaluate changes in GHG stock and sequestration associated with land use changes resulting from project implementation.

For the impacts discussion, operational greenhouse gas emissions will be compared to the significance thresholds identified based on consultation with EDCAPCD and County staff. In the event that emissions exceed the identified threshold of significance, mitigation measures will be developed and quantified to the extent feasible to address identified potential impacts. Mitigation measures could include such measures as energy efficiency requirements beyond regulatory

requirements (e.g. Title 24), smart meters and programmable thermostats, potential on-site provision of renewable energy in the form of solar water heaters, solar installations, or solar-ready capabilities, cool roofs, enhanced waste recycling, purchase of offsets, contributions to enhance transit service, additional water conservation measure, or other measures.

Hazards and Hazardous Materials

An ICF hazardous materials specialist will perform a records search to determine the past and present condition related to hazardous spills and remediation actions within the project area. At this time, it is believed that there would be no serious hazardous materials risks within the project area given its lack of intense industrial uses. Information gathered by the records search will be used to support the decision to eliminate the issue of hazardous materials as a potentially significant environmental impact.

To assess the potential impacts related to hazardous materials, ICF will review existing information within the context of local, state and federal regulations. We will review the EIRs and planning documents prepared for projects in the vicinity of the project, feasibility studies, previous site assessments, and existing documentation regarding hazardous materials and remediation within the project area. As necessary, ICF will contact the Department of Toxic Substances Control (DTSC) to determine if further remediation is required for the site. For the environmental document, ICF will summarize the remediation efforts and assess the potential for impacts related to hazardous materials within the project area based on CEQA and NEPA significance criteria, local regulations, and deed restrictions. Mitigation for impacts will be identified, as necessary and feasible.

Hydrology, Water Quality and Water Resources

ICF hydrology & water quality experts will prepare an EIR section that analyzes the impacts on hydrology and water quality for build-out of the Lime Rock Valley Specific Plan Area. The Hydrology and Water Quality section of the EIR will address existing conditions, regulatory setting, potential for impacts, and any necessary mitigation related to hydrology, flooding, and water quality. Specific attention will be paid to the local watershed and potential impacts of the proposed project on this valuable resource. In addition, ICF will review existing information such as any hydrogeological studies and relevant reports by the Central Valley Regional Water Quality Control Board (CVRWQCB) or the California Department of Water Resources (DWR) to prepare the water resources section of the EIR.

Significance thresholds based on CEQA Guidelines Appendix G, County and agency standards, and the professional judgment of ICF staff will be identified. Based on these thresholds, a detailed discussion of construction and operational impacts and design feasible mitigation measures to avoid, reduce or eliminate these impacts will be prepared. The level of significance associated with each impact will be clearly identified both prior to and following mitigation.

ICF anticipates that the following key areas to be included the hydrology and water quality section of the EIR:

Setting. The setting will include a description of the surface water hydrology and hydrogeology of the site, including characteristics of nearby drainage channels. Federal Emergency Management Agency (FEMA)-identified floodplains will be identified, if there are any, and

surface and groundwater quality will be documented using available data from DWR. Relevant federal, state, and local regulations and agencies will be described, including provisions of the federal Clean Water Act (CWA), the state Porter-Cologne Water Quality Control Act, and the permitting and regulatory authority of the CVRWQCB.

Drainage and Flooding. Based on the drainage plans prepared by the applicant for the Specific Plan, ICF will evaluate drainage and flooding impacts in the EIR.

Water Quality. The EIR will identify any potential impacts related to water quality as a result of operational runoff from the proposed project. This qualitative analysis will consider sources and types of pollutants based on typical household runoff, urbanized runoff, potential increase in wastewater exceedances, as well as construction-related erosion and use of hazardous materials. The EIR will identify the Beneficial Uses of the local waterways as required by the CVRWQCB and any water quality objectives required by the CVRWQCB Basin Plan. Both on-site and off-site impacts will be addressed, and feasible mitigation measures will be developed to reduce impacts below significance thresholds.

Land Use Planning and Agriculture

ICF will summarize the existing land uses, land use designations, agricultural and zoning on and near the project site and will analyze the proposed land use changes as well as the consistency of the proposed policies of the Specific Plan with approved plans, including the County's General Plan and SACOG's Metropolitan Transportation Plan (MTP). Special focus will be provided on the compatibility of the proposed project with existing and planned land uses in the vicinity. This section will also assess the impacts on farmland as a result of the proposed project using information on farmland quality and open space resources from the County and the Department of Conservation (DOC) Farmland Mapping and Monitoring Unit. Agricultural issues to be addressed will include conversion of farmland to urban uses, effects of proposed urban uses on any nearby agricultural operations, and consistency with policies within the Agriculture and Forestry Element of the County's General Plan. Effects related impacts of the proposed project on lands under Williamson Act contract are not anticipated, as our understanding based on preliminary reviews of DOC maps indicate there are no Williams Act lands in the project area. Feasible mitigation will be developed if needed to reduce the impacts related to land use and planning.

Noise and Vibration

ICF International will prepare the noise chapter of the EIR which will assess the noise impacts associated with implementation of the proposed project. Key noise issues to be addressed will include:

- Noise associated with construction activity
- Noise associated with project-related changes in traffic patterns
- Exposure of proposed noise sensitive land uses to noise

In the setting section existing sources of noise in the project area, including traffic on U.S. 50 and other roadways in the project area will be identified along with existing noise sensitive land uses in the project area. Existing noise conditions in the project area will be quantified based on noise monitoring to be conducted at selected locations in the project area, data from previous

studies, and traffic noise modeling. Traffic noise modeling will be conducted using the FHWA Traffic Noise Model (TNM) and traffic data to be provided by the project traffic consultant. El Dorado County noise standards and other noise standards as applicable will be summarized.

In the impact section, CEQA significance thresholds will be defined based on El Dorado County noise standards and other applicable noise standards as appropriate. Construction noise will be evaluated using construction noise modeling methods recommended by the U.S. Department of Transportation and construction equipment data to be provided by the project applicant. Traffic noise will be evaluated under the following conditions using TNM and traffic data to be provided by the project traffic consultant:

- Existing conditions plus the project,
- Cumulative conditions without the project, and
- Cumulative conditions with project conditions

Traffic noise will be evaluated in terms of how project-related traffic noise increases may affect existing noise sensitive land uses and how proposed noise sensitive land uses may be affected by noise from traffic on existing or planned roadways.

The significance of construction and traffic noise impacts will be assessed based predicted noise exposures and the defined CEQA significance thresholds. Where significant noise impacts are identified, mitigation to reduce impacts to a less than significant level (where feasible and reasonable) will be identified. Noise mitigation will be described at a level of detail appropriate for environmental review and not at a design level of detail.

Population and Housing

Potential impacts to population and housing will be evaluated in the EIR, as required by CEQA. This chapter will rely on information from the 2004 El Dorado County General Plan, the El Dorado County General Plan Housing Element, and associated environmental documents, and updated demographic data from the California Department of Finance and the California Economic Development Department. The analysis will assess the compatibility of the project with planned growth, as contemplated in the general plan, and the likelihood of interference with population and housing needs of the local land use agencies. Long-term projections will be considered in this analysis, particularly in assessing the potential impact of the proposed project in relation to the general plan.

Public Services and Utilities

ICF will describe the existing and proposed utilities and service systems (e.g., water infrastructure, water supply, sewer infrastructure, solid waste capacity, stormwater infrastructure, and energy systems) to serve the project site, discuss the existing regulatory framework related to utilities and service systems, and analyze the indirect and cumulative effect implementation of the project on utilities and service systems. Factors for project-generated demand for services will be obtained from the local service providers. Other public services, such as schools, fire protection, and police services, may be affected by the alternatives and these impacts will also be assessed.

An ICF water resources planner will prepare a Water Supply Assessment (WSA) Request Letter that will estimate baseline conditions using accepted water usage rates. The water demand for the built-out project will then be determined and the difference calculated to determine the net increase in water demand at project buildout. Once the entity responsible for preparing the WSA has been determined, in consultation with the County and project applicant, the request letter will be submitted to the appropriate entity for consideration in preparing the WSA. After the WSA is complete, a summary of the findings will be provided in the Utilities section of the Draft EIR in order to address water supply impacts. Feasible mitigation will be identified to reduce impacts related to utilities and service systems, if necessary.

Recreation

ICF will qualitatively analyze the potential impacts on existing recreation facilities from an influx of new users the proposed project would create. The analysis will include a description of the current regulatory framework for recreation, and the environmental setting of recreation conditions in the project area. The environmental consequences, effects, and feasible mitigation measures relating to recreation for the project will be identified and described to reduce impacts related to recreation facilities, if necessary. New recreational facilities proposed as a part of the project will also be identified.

Traffic and Circulation

The traffic and transportation section of the EIR will be prepared by traffic consultant Fehr & Peers. ICF will work closely with Fehr & Peers and coordinate with the El Dorado County Department of Transportation (DOT) during the preparation of the EIR and will provide the EIR section template to ensure consistent formatting and terminology with the rest of the EIR. ICF will ensure that the EIR chapter analysis is consistent with the rest of the EIR analysis.

Visual Resources

ICF will assess visual resource aesthetic and urban design impacts of the proposed project. The assessment will include:

- Discussion of methods, terms, and thresholds for significance
- An overview of applicable County policies and guidelines regarding visual resources
- Description of the regional visual character and area-specific landscape character (which comprise the baseline conditions for assessing aesthetic impacts)
- Characterization of viewer groups and their responses to changes in views
- An impact analysis focusing on changes in key views, including tree removal, alteration of visual character, nighttime light, and daytime glare
- Recommendations and mitigation measures to lessen potential project impacts.

The visual resources assessment will follow standards of professional practice for aesthetic analysis to ensure environmental compliance. We will generally base the assessment on methods and protocol developed by the Federal Highway Administration (FHWA) and adopted by the California Department of Transportation (Caltrans), in combination with elements of other applicable visual resources assessment methods. We will divide the setting information into two

main elements—the physical setting and viewer groups. We will describe the physical setting in terms of the visual character and quality of viewsheds, key vantage points (such as public roadways and residential areas), and site resources. We will consider views both of and from the site. We will include representative photographs to document key views and typical conditions. We will also describe the viewer groups, as well as their relative sensitivity to changes in views.

ICF will prepare a regulatory setting discussion, which will include a description of applicable plans, policies, guidelines, or goals relevant to the County. These specific regulations will be factored with the CEQA guidelines and County standards to determine thresholds of significance.

The key potential impacts associated with the Project include the change in visual character from that of undeveloped, rolling oak woodlands to a 740-acre development project with low and medium density residential development with a public park and associated intrusions or obstructions to views from adjacent public roadways or nearby residential areas. We will consider and analyze consistency of the proposed development (in terms of architectural and natural character and land use) with adjacent properties. Another potential impact is increased nighttime lighting, which will be assessed at a qualitative level relative to the existing conditions.

This scope of work assumes that the following data and information needed for the visual resources analysis will be provided by the County and/or the project applicant:

- Relevant project study reports;
- Arborist report, including proposed tree removal, if available;
- Site design plans, if available, that include layout mapping that provides topographical lines; the location and elevation of the existing and future roadway lanes; the location and elevation of existing structures, roadway, and bridge profiles for existing and future conditions at cross sections within 500 feet of the roadway; and stockpile and staging areas at a scale of 1:2,000 or less;
- Site design landscaping and lighting plans, if available;
- Aerial photographs showing land uses and environmental concerns within 500 feet of the project site at a scale of 1:2,000 or less;
- Structure elevations and material and color themes for any proposed structures, if available; and
- Community impact studies and public comments.

Other CEQA Considerations

Cumulative Impacts

ICF anticipates using the "Projections Approach" to cumulative impact analysis. This effort will be based on projected population buildout under the County's General Plan in considering area-wide contributions to cumulative conditions.



Growth-Inducing Impacts

As required by State CEQA Guidelines Section 15126.2, the ways in which the proposed project could foster economic or population growth or the construction of additional housing, either directly or indirectly, will be assessed in the EIR. Impacts associated with growth will be assessed.

Significant, Irreversible Environmental Changes

As required by CEQA Guidelines Section 15126, the EIR will present information on the extent to which the project would result in an irreversible commitment of environmental resources.

Items Found Not to Be Significant

In this section of the EIR, areas of potential environmental impact where no significant impacts were identified will be summarized. This will include a summary of potential impacts analyzed in the EIR and found not to be significant.

Alternatives

ICF will prepare a description of the project alternatives, including those previously considered but rejected. We have assumed two (2) project alternatives will be qualitatively evaluated in addition to the No Project Alternative and this is reflected in the budget. Each project alternative will be evaluated to determine whether it would result in greater or lesser impacts on a given resource when compared to the proposed project. The environmental effects of each project alternative will be qualitatively discussed and a summary comparison table of the proposed project and each alternative will be created to allow for an "at a glance" comparison of each alternative. CEQA also requires that the EIR identify an environmentally superior alternative and this summary table will support that determination.

References and Literature Cited

ICF will include a section of all references used within the EIR. All citations and references will specify the page number(s) and a copy of each reference will be provided to the County for inclusion in the administrative record.

List of Preparers

This section will list all preparers and contributors to the EIR and technical reports as well as all agencies, organizations, and persons consulted during the EIR process.

The Administrative Draft EIR will be submitted in electronic format on CDs to the County for review.

Deliverable

- Administrative Draft EIR (four copies on CD containing files in MS Word and PDF formats) and ten (10) hardcopies.

Task 5. Public Draft EIR

Screencheck Draft EIR

After the County has commented on the administrative draft EIR, ICF will prepare a screencheck draft EIR to be submitted electronically to the County. In addition, the executive summary for the EIR will be prepared and provided with this screencheck. The purpose of providing the executive summary at the time of the screencheck draft EIR and not the administrative draft is because it will avoid having to revise material in multiple locations and will contribute to a more streamlined delivery. The screencheck draft EIR will be provided in tracked changes, showing the changes made since the Administrative Draft EIR, and it is anticipated that any additional review by the County will be limited to the strikeout/underline portions of the document. ICF assumes up to 2 in-person meetings or teleconferences to discuss comments and revisions on the administrative draft EIR.

ICF recommends preparing the EIR executive summary at the time of the Screencheck Draft EIR in order to avoid having to revise material in multiple locations.

ICF will make the necessary revisions and finalize the Draft EIR for public review and distribution.

Public Draft EIR

ICF will provide 50 hard copies and 20 CDs of the Public Draft EIR and Appendices to the County. In addition, ICF will prepare the Notice of Availability (NOA) and the Notice of Completion (NOC) form that will be forwarded to the State Clearinghouse. ICF will deliver 15 copies of the Public Draft EIR and one copy each of the NOA and NOC to the State Clearinghouse, and will submit an additional 35 copies to the County for additional distribution, which we assume includes copies for the Project Proponent. ICF understands that the County will be responsible for posting public notices and distributing the EIR for public review.

Deliverables

- Screencheck Draft EIR (MS Word format via electronic mail)
- Public Draft EIR, including Appendices (50 hard copies and 20 CDs and electronic copy in MS Word and PDF formats)

Task 6. Respond to Comments

ICF will begin preparing the responses to comments as soon as the County begins receiving them, even prior to the 45-day public review period concluding. For cost estimating purposes, ICF has assumed a level of effort necessary to respond to 50 unique comments (not comment letters) and assumes no additional technical analyses will be required to respond to comments. Therefore, a budget augment may be required for comments requiring additional effort and legal review (such as those authored by attorneys), additional technical analyses, or for comments in excess of the estimated 50. Our draft responses to comments will be forwarded to the County for review and concurrence, at which point revisions to the Draft EIR text would occur. Our cost estimate assumes one in-person meeting or teleconference, if needed, to discuss approach to responses to comments.

Deliverables

- Responses to comments (MS Word format via email)

Task 7. Final EIR

While the County reviews the draft responses to comments, ICF will begin preparing the Final EIR. The Final EIR will be composed of the list of commenters, the response to comments, and the revised Draft EIR text, figures, and attachments. The draft Final EIR will be submitted to the County for review and comment after which ICF will revise and finalize the Final EIR. The County will then distribute the Final EIR to all public agencies that commented during public review.

Findings of Fact and Statement of Overriding Considerations

ICF will prepare draft findings for each significant impact and statement of overriding consideration (SOC) for significant impacts found to be unavoidable (if applicable) for the County's use in certifying the final EIR and approving the project. The findings will be in compliance with Sections 21081 and 21081.5 of the California Public Resources Code. Following review and comment of the draft findings by the County, ICF will finalize the findings for adoption.

Mitigation Monitoring Plan

ICF will prepare the administrative draft mitigation monitoring plan (MMP). The plan will ensure that mitigation measures are implemented as required under Section 21081.6 of the California Public Resources Code. The following is a brief description of the process and the plan content. The MMP will:

- Identify each impact of the project that will be mitigated
- Contain a brief explanation of each relevant mitigation measure
- Specify the agency or individual responsible for implementing and monitoring each mitigation measure and the specific qualifications for monitoring and reporting personnel.
- State when and how frequently each mitigation measure should be implemented
- Provide details of the monitoring program
- Present the specific criteria for judging successful implementation of each measure

The County will be responsible for ensuring full compliance with the provisions of the plan

ICF will coordinate with the County during preparation of the responses to comments for the administrative draft final EIR regarding the format of the MMP and the relative monitoring responsibilities of County agencies.

Following the County's review of the administrative draft MMP, ICF will revise the MMP based on comments and will include the MMP as an appendix to the final EIR.

Deliverables

- 30 hard copies and 20 CDs of the Final EIR, Final Findings, SOC, MMRP

Task 8. Attend Public Meetings

This scope assumes attendance by ICF's project manager and project director at up to six (6) meetings, including:

- Up to two (2) Planning Commission hearings (Draft EIR and Final EIR)
- Up to two (2) County Board of Supervisors hearings (Draft EIR and Final EIR)
- Up to two (2) Planning Advisory Committee meetings

Deliverables

- None

Task 9. Prepare Notice of Determination

ICF will prepare the Notice of Determination (NOD) and submit it to the County to be filed with the El Dorado County Clerk. ICF assumes the applicant will pay the filing fee, including the California Department of Fish and Game's (CDFG) review fee if required by CDFG.

Deliverables

- NOD in electronic format (PDF format via email)

OPTIONAL TASKS

The following optional task is described below for consideration. ICF can provide a cost estimate for the optional task upon request.

Optional Task 10. Prepare Photo Simulations

As an optional service ICF could prepare visual simulations from critical viewpoints points to demonstrate changes in views as a result of the proposed Project (costs not included). In addition to supporting the visual analysis, these illustrative, visual graphics could be used by the client during the public outreach process as presentation graphics to help inform stakeholders and the local community as to the visual changes that would result from the proposed project or as graphics to support various speaking points. Our analysis would consider all viewer groups including recreationists, roadway users, businesses, and residences. Photo simulations would be prepared from public vantages only.

ICF would prepare color photorealistic simulations utilizing digital photographs and computer rendering techniques to produce visual simulations that illustrate before and after visual conditions, as accurately as possible, with available design information. The simulations would show the appearance of visible Project features from representative viewing locations, such as from US 50 and Cambridge Road (Note: the representative viewing locations would be further defined and verified when the detailed scope of work is developed for this optional task, at the County's request). El Dorado Hills Boulevard. The purpose of the simulations would be to illustrate the visual conditions of the Project site before and after implementation. ICF would update the existing visual analysis report to incorporate any additional findings resulting from the photo simulations and references for the photo simulation graphics.



SCHEDULE

Table 1. Lime Rock Valley EIR Schedule

Task	2012			2013											
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Contract Approval															
Task 1. Project Initiation															
Task 2. Project Management															
Task 3. Project Description/NOP															
Task 4. Admin Draft EIR															
Task 5. Public Draft EIR															
Task 6. Respond to Comments															
Task 7. Final EIR															
Task 8. Attend Final EIR Public Hearing															
Task 9. Prepare NOD															

COST ESTIMATE

The proposed cost estimate is provided on the following page (see Table 2). The cost estimate provides detailed estimates for the tasks identified in this scope of work.



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number	Page Number:
	D-1	1 of 14
	Date Adopted:	Revised Date:
	12/22/1987	05/25/1999

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



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D-1	Page Number: 2 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

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.



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D-1	Page Number: 3 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

- 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.



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D-1	Page Number: 4 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

(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:



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D-1	Page Number: 5 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

- (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



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D-1	Page Number: 6 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

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



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D-1	Page Number: 7 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

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



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D-1	Page Number: 8 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

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:



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number: D-1	Page Number: 9 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

- (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



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number: D-1	Page Number: 10 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

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.



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D-1	Page Number: 11 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

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



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D-1	Page Number: 12 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

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



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D-1	Page Number: 13 of 14
	Date Adopted: 12/22/1987	Revised Date: 05/25/1999

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



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number	Page Number:
	D-1	14 of 14
	Date Adopted:	Revised Date:
	12/22/1987	05/25/1999

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.