

**MEMORANDUM**  
OFFICE OF THE  
COUNTY EXECUTIVE  
COUNTY OF PLACER

**TO:** Honorable Board of Supervisors

**FROM:** Tom Miller, County Executive Officer

**BY:** Leslie Hobson, Senior Management Analyst *L. Hobson*

**DATE:** June 12, 2007

**SUBJECT:** Resource Conservation District FY 2007-2008 Agreement

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**ACTION REQUESTED:**

Authorize the Chairman of the Board of Supervisors to sign the attached annual agreement with the Resource Conservation District (RCD) in the amount of \$70,320.00. RCD will provide assistance to the County with the stormwater tasks mandated by the National Pollutant Discharge Elimination Program (NPDES), aide watershed group capacity building, help prevent soil erosion and control sediment, promote agriculture, and control proliferation of an invasive weed (Red Sesbania) in the Dry Creek watershed.

**BACKGROUND**

For over eighteen years Placer County has contracted with the RCD for assistance in resolving natural resource related issues. Examples of past activities include numerous watershed studies, development of recommendations for erosion and sedimentation control, flood mapping activities for emergency services plans, review of environmental impact reports and design review, and numerous other tasks to assist the county. Last year's agreement with RCD totaled \$70,325.00.

In general for Fiscal Year 2007-2008, the RCD will continue efforts related to protection of watersheds in Placer County and the Coordinated Resource Management Planning groups. Also, this will be the second year for RCD to provide program assistance with the County's NPDES program under the direction of the Department of Public Works. Tasks include: on-going review of County construction policies and processes including identifying Best Management Practices (BMP's), assist with plan checking erosion control plans, construction site pollution management support, training of both county staff and members of the construction industry regarding stormwater BMP's, and confirming "outfall" inventory.

**ISSUE**

Board of Supervisor authorization is required for approval of this agreement.

**FISCAL IMPACT**

Sufficient funds are available in the FY 2007-2008 budget to accommodate this request which is slightly less than last fiscal year's agreement.

COUNTY OF PLACER  
AND  
PLACER COUNTY RESOURCE CONSERVATION DISTRICT  
ANNUAL COOPERATIVE AGREEMENT  
FISCAL YEAR 2007-2008

This Agreement is between the COUNTY OF PLACER, hereinafter referred to as COUNTY, and PLACER COUNTY RESOURCE CONSERVATION DISTRICT, hereinafter referred to as DISTRICT.

WHEREAS, the COUNTY and the DISTRICT have entered into a Memorandum of Understanding that calls for the preparation of a Joint Annual Work plan and Annual Cooperative Agreement for the purpose of accomplishing shared objectives; and

WHEREAS, the Annual Cooperative Agreement is necessary to provide a basis for the mutual exchange of services and funding between the COUNTY and the DISTRICT.

THEREFORE, BE IT RESOLVED that the COUNTY AND THE DISTRICT establishes an Annual Cooperative Agreement as follows:

I. JOINT ANNUAL WORK PLAN:

The COUNTY and the DISTRICT have prepared a Joint Annual Work plan attached hereto as Exhibit 1, and incorporated by reference.

II. THE DISTRICT WILL:

(a) Cooperate with the COUNTY in those program areas where COUNTY funds are not requested to pay the cost of DISTRICT services and participation.

(b) Provide those services set forth in Exhibit I. It is mutually understood by DISTRICT and COUNTY that DISTRICT will, if requested by the County, provide greater definition of the work to be performed and the products to be produced prior to the commencement of services in the program areas specified above.

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(c) Upon receipt of written requests for service, DISTRICT shall provide such specific technical assistance as may be requested by COUNTY'S departments relating to vegetation, soil, water, and related resource management questions as they may arise from the COUNTY'S land use development regulation programs, such as subdivision, grading and land leveling. The specific terms of the request for assistance by the requesting county department shall determine the nature of the services to be provided by the DISTRICT and the time within which such services must be rendered. It is mutually understood that the DISTRICT shall have a reasonable length of time to provide such services to the requesting county department. It is mutually understood that the level of DISTRICT manpower may vary depending upon the allocation of personnel necessary to respond to requests for technical assistance from the COUNTY. It is mutually understood that the requesting county department shall have the discretion to take action on any such land use proposal whether or not DISTRICT has completed the preparation of its report, and irrespective of the conclusions or recommendations of any completed DISTRICT report.

III. THE COUNTY WILL:

(a) Pay the DISTRICT the amount of \$70,320.00 for the services provided pursuant to Paragraph II, Subparagraph (b), of this Agreement. Payment shall be in the manner specified in Section V of this Agreement. This payment obligation of the COUNTY for assistance provided by the DISTRICT shall be determined based upon the amount of various DISTRICT personnel time expended to respond to requests for assistance from the COUNTY, at the billing rates shown in Exhibit II, plus overhead. However, in no event shall the COUNTY pay the DISTRICT more than \$70,320.00 for such aid and assistance.

(b) Identify those COUNTY officials authorized to request services from the DISTRICT, and establish those internal COUNTY procedures necessary to ensure that DISTRICT services are allocated between COUNTY programs in a manner consistent with COUNTY priorities and this agreement.

(c) Consider the recommendations and information submitted to the COUNTY by the DISTRICT.

(d) Provide in the COUNTY Fiscal Year 2007-2008 budget an amount not less than \$70,320.00 for the purpose of establishing the means whereby the COUNTY may reimburse the DISTRICT for the cost of DISTRICT services provided pursuant to this Agreement.

IV. WORK PLAN CHANGES DURING FISCAL YEAR:

Areas of cooperation and the scope of work conducted by the DISTRICT are established by the Joint Annual Work plan. Joint annual work plan changes made during the course of the fiscal year will be accomplished as follows:

(a) The agency initiating the change will do so in writing, and will describe in detail any necessary program area, task product, or funding modification necessary to accomplish the proposed change.

(b) Work plan changes that do not significantly modify the allocation of manpower or skills, and which do not increase or decrease the level of funding provided to the DISTRICT during the fiscal year and re-allocation between tasks may be effectuated by the written consent of the County Administrator and District Manager. Work plan changes that may otherwise be properly accomplished by administrative action shall be submitted for review and approval to the governing board of both agencies at the request of either the COUNTY or the DISTRICT.

(c) Work plan changes that would require an increase or decrease in the level of funding to the DISTRICT from the COUNTY, or which would require a significant change in the allocation of manpower or priorities shall be only with the consent of the governing boards of both agencies.

(d) The governing board of each agency shall be notified promptly of any work plan changes accomplished by administration.

V. FUND DISBURSEMENTS;

(a) The DISTRICT shall prepare and submit to the COUNTY a monthly statement of the cost of providing services pursuant to this Agreement and request the transmittal to the DISTRICT of the amount stated.

(b) Within a reasonable time from the receipt of the DISTRICT statement and fund transmittal request, the COUNTY will disburse the amount requested.

(c) The DISTRICT shall not request, nor shall the COUNTY disburse, more than \$70,320.00 for services rendered, unless additional services are requested by the COUNTY and approved by the DISTRICT.

(d) The DISTRICT will not request funds in excess of the actual costs to The DISTRICT of providing services to the county. Actual costs will include direct costs (e.g. office supplies or travel), wages, wage-related benefits, and overhead attributable to providing services to the COUNTY. Overhead will be calculated in a manner consistent with acceptable accounting practices.

VI. HOLD HARMLESS AND INDEMNIFICATION AGREEMENT:

The DISTRICT hereby agrees to protect, defend, indemnify, and hold PLACER COUNTY free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by PLACER COUNTY arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the COUNTY) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the contract or agreement. DISTRICT agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the DISTRICT. DISTRICT also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against DISTRICT or the COUNTY or to enlarge in any way the DISTRICT'S liability but is intended solely to provide for indemnification of PLACER COUNTY from liability for damages or injuries to third persons or property arising from DISTRICT'S performance pursuant to this contract of agreement. As used above, the term PLACER COUNTY means Placer County or its officers, agents, employees, and volunteers.

VII. INSURANCE:

DISTRICT will file with COUNTY concurrently herewith a Certificate of Insurance, in companies acceptable to COUNTY, with a Best's Rating of no less than A: VII showing:

(a) WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE:

Workers' Compensation Insurance will be provided as required by any applicable law or regulation. Employer's liability insurance will be provided in amounts not less than one million dollars (\$1,000,000) each accident for bodily injury by accident, one million dollars (\$1,000,000) policy limit for bodily injury by disease, and one million dollars (\$1,000,000) each employee for bodily injury by disease.

If there is an exposure of injury to DISTRICT'S employees under the U.S. Longshoremen's and Harbor Worker's Compensation Act, the Jones Act, or under laws, regulations, or statutes applicable to maritime employees, coverage will be included for such injuries or claims.

Each Worker's Compensation policy will be endorsed with the following specific language:

Cancellation Notice: - "This policy will not be canceled or materially changed without first giving thirty (30) days prior written notice to the County of Placer."

DISTRICT will require all subdistricts to maintain adequate Workers' Compensation insurance. Certificates of Workers' Compensation will be filed forthwith with the County upon demand.

(b) GENERAL LIABILITY INSURANCE:

A. Comprehensive General liability or Commercial General Liability insurance covering all operations by or on behalf of DISTRICT, providing insurance for bodily injury liability and property damage liability for the limits of liability indicated below and including coverage for:

- (1) Contractual liability insuring the obligations assumed by DISTRICT in this Agreement.
- (2) Products liability and completed operations.
- (3) Broad form property damage (including completed operations.)

Note: Professional liability insurance (error and omissions) can substitute for #2 & #3 above.

B. One of the following forms is required:

- (1) Comprehensive General Liability;
- (2) Commercial General Liability (Occurrence); or
- (3) Commercial General Liability (Claims Made).

C. If DISTRICT carries a Comprehensive General Liability policy, the limits of liability will not be less than a Combined Single Limit for bodily injury, property damage, and Personal Injury Liability of:

One million dollars (\$1,000,000) each occurrence  
One million dollars (\$1,000,000) aggregate

D. If DISTRICT carries a Commercial General Liability (Occurrence) policy:

Placer County-RCD Annual Cooperative Agreement  
Fiscal Year 2007-08

- (1) The limits of liability will not be less than:
  - One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
  - One million dollars (\$1,000,000) for Products-Completed Operations
  - One million dollars (\$1,000,000) General Aggregate
- (2) If the policy does not have an endorsement providing that the General Aggregate Limit applies separately, or if defense costs are included in the aggregate limits, then the required aggregate limits will be two million dollars (\$2,000,000).

E. Special Claims Made Policy Form Provisions:

DISTRICT will not provide a Commercial General Liability (Claims Made) policy without the express prior written consent of COUNTY, which consent, if given, will be subject to the following conditions:

- (1) The limits of liability will not be less than:
  - One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
  - One million dollars (\$1,000,000) aggregate for Products Completed Operations
  - One million dollars (\$1,000,000) General Aggregate
- (2) The insurance coverage provided by DISTRICT will contain language providing coverage up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is a claims made policy.

(c) ENDORSEMENTS:

Each Comprehensive or Commercial General Liability policy will be endorsed with the following specific language:

- F. "The County of Placer, its officers, agents, employees, and volunteers are to be covered as insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement."
- G. "The insurance provided by the DISTRICT, including any excess liability or umbrella form coverage, is primary coverage to the County of Placer with respect to any insurance or self-insurance programs maintained by the County of Placer and no insurance held or owned by the County of Placer will be called upon to contribute to a loss."
- H. "This policy will not be canceled or materially changed without first giving thirty (30) days' prior written notice to the County of Placer."

VII. EFFECTIVE DATE, MODIFICATION, AND TERMINATION:

This Agreement shall be deemed effective on July 1, 2007, when executed by an authorized representative of both agencies. The Agreement may be modified from time to time in writing with consent of the governing board of the DISTRICT and COUNTY. This Agreement shall expire June 30, 2008, unless modification includes programs which require tasks to be completed

Placer County-RCD Annual Cooperative Agreement  
Fiscal Year 2007-08

in the following fiscal year. The County may terminate performance of work under this agreement upon 30 days written notice. Any termination shall be effected by written notice to the DISTRICT, either hand-delivered to the DISTRICT or sent certified mail, return receipt requested. The notice of termination shall specify the effective date of termination. Upon receipt of notice of termination, and except as otherwise directed in the notice, the DISTRICT shall:

- a. Stop work on the date specified in the notice;
- b. Place no further orders or enter into any further subcontracts of materials, services or facilities except as necessary to complete work under the agreement up to effective date of termination;
- c. Terminate all orders and subcontracts;
- d. Promptly take all other reasonable and feasible steps to minimize any additional cost, loss, or expenditure associated with work terminated, including, but not limited to reasonable settlement of all outstanding liability and claims arising out of termination of orders and subcontracts;
- e. Deliver or make available to the County all data, drawings, specifications, reports, estimates, summaries, and such information and material as may have been accumulated by the DISTRICT under this agreement, whether completed, partially completed, or in progress.

In the event of termination, an equitable adjustment in the price provided for in this agreement shall be made. Such adjustment shall include reasonable compensation for all services rendered, materials supplied, and expenses incurred pursuant to this agreement prior to the effective date of termination.

COUNTY OF PLACER

PLACER COUNTY RESOURCE  
CONSERVATION DISTRICT

By: \_\_\_\_\_  
Chairman, Board of Supervisors

By: \_\_\_\_\_  
Chairman, Board of Directors

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

Approved as to form

By: \_\_\_\_\_  
Placer County Counsel

PLACER COUNTY RESOURCE CONSERVATION DISTRICT/PLACER COUNTY  
JOINT ANNUAL WORK PROGRAM

FISCAL YEAR 2007/2008

Under the terms of the Placer County Resource Conservation District/Placer County (DISTRICT/COUNTY) Annual Cooperative Agreement for the fiscal year 2007-2008, the DISTRICT will provide aid and assistance to the COUNTY on a time and materials basis in the following areas:

**Task 1. General Assistance to the County Executive Officer \$53,120**

This task includes the promotion of agriculture and prevention of soil erosion and sediment discharge. This year the District will provide general technical assistance as requested and provide specific assistance in achieving Placer County National Pollution Discharge Elimination System requirements:

Goal: To respond in a timely manner to variable requests for assistance in supporting the mutual objectives of promoting agriculture and preventing soil erosion and sediment from degrading water quality.

Assistance in this category varies with the nature of requests from members of the Board of Supervisors (BOS) and special requests from the County Executive Officer and other designated county staff. Typically such requests involve special activities such as organizing the annual Agricultural Tour and responding to site specific issues relating to erosion and sediment discharge. This year the District will assist the County in achieving National Pollution Discharge Elimination System (NPDES) requirements through tasks such as non-point source pollution program and erosion and sediment control workshops. We will continue our effort to promote agricultural friendly best management practices in stream bank/riparian vegetation restoration in coordination with various county departments, state and federal agencies. This will be the second year of the MOU between the County and RCD for the eradication of Red Sesbania.

Specific activities identified for this task are as follows:

**Task 1a. Unanticipated requests \$5,000.00**

Unanticipated requests by the County Executive Office. Staff not assigned. At the County's request, the RCD staff would be available to work with County staff on miscellaneous natural resource issues. For example the RCD staff could make presentation(s) to the Planning Commission and/or B.O.S. and report on various projects and/or natural resource issues. The RCD has a certified "Landscape Irrigation Auditor" (CLIA) on staff that if requested, could provide irrigation water management and water conservation education appropriate County Departments or to the public on the County's behalf.

**Task 1b. Red Susbania Project** **\$5,000.00**

This task is to eradicate Red Sesbania within the Dry Creek watershed. This project is currently co-funded by City of Sacramento, County of Sacramento, SAFCA and City of Roseville. Other potential partners have been contacted by SAFCA to determine if there is additional interest in eradicating this invasive weed. Each entity has a commitment to contribute \$5,000.00 per year. There is a separate MOU between the County and RCD which enumerates the terms of this project, and this will be the second year of the project.

**Task 1c. Organize Agricultural Tour** **\$8,400.00**

Organize the annual Agricultural tour with PCWA, NID, HSRC&D and Placer County. This task is expected take up to 120 hours and will be carried out by the District Resource Management Planner. (\$8,400.00)

**Task 1d. – Assist County with National Pollutant Discharge Elimination System (NPDES) requirements** **\$34,720.00**

**1) Assist the NPDES division of the Department of Public Works (DPW) in the on-going review and revision of construction policy and processes; Assist with research and identification of applicable long-term Best Management Practices (BMPs); Monitor the maintenance of post construction BMPs by private sector.** **\$4,200.00**

County construction policy and processes continuously evolve due to various factors. Coordination of communication and training needs of County departments will be performed regarding changes to policy and processes, and will be determined by consultation with DPW-NPDES staff.

Assist the County with research and the identification of effective and proven long term Best Management Practices and related products, etc. Specific tasks to be performed shall be determined in consultation with DPW-NPDES staff.

Maintenance of BMPs is required by use permit, subdivision approvals, etc. The RCD will provide assistance with BMP inspections, record keeping, and follow up actions. Specific tasks to be performed shall be determined in consultation with DPW-NPDES staff.

This task is expected take up to **60 hours** and will be carried out by the District Resource Management Planner. (\$4,200.00)

**2) Plan checking assistance on erosion control plans** **\$1,400.00**

Provide technical review and recommendations, upon request, by any Land Use Planning Department or County staff, on erosion control plans, winterization plans, and/or Stormwater BMPs. Activities under this task exclude those where the County is reimbursed by developers, as covered by Task 1e, herein.

This task is expected take up to **20 hrs** and will be carried out by the District Resource Management Planner. (\$1,400.00)

**3) Construction site pollution management support and enforcement of non-stormwater discharges** **\$12,600.00**

Provide on-call support to County staff for construction site water quality management. Tasks may include, but not be limited to, site visits, inspection of BMP's, evaluation of BMP effectiveness, preparation of written recommendations, participation in meetings, and other general support to County staff related to protection of water quality. Visit sites where non-stormwater complaints are made (when requested by the County), determine appropriate follow up action, and maintain an accurate database of complaints, actions, and results. Specific tasks to be performed shall be determined in consultation with DPW-NPDES staff. Inspections could occur in the Truckee area, the Tahoe Basin, and the "western slope" area of Placer County.

This task is expected take up to **180 hrs** and will be carried out by the District Resource Management Planner. (\$12,600.00)

**4) Construction industry training (including inspection staff)** **\$6,300.00**

Develop and provide 6-10 training courses per year for the construction industry, developers, engineers, planners and/or County staff. Training would be held in the Truckee area, the Tahoe Basin, and the "western slope" area of Placer County.

The training would provide additional educational opportunities for County staff and the private sector regarding Stormwater BMPs. On-the-Job training, for recently hired County employees, is included in this task. Specific training, training format, the number of training sessions, and implementation methods of various training activities shall be determined in consultation with DPW-NPDES staff, before commencing work under this element. This task is expected take up to **90 hours** and will be carried out by the District Resource Management Planner. (\$6,300.00)

**5) Construction/industrial/commercial project site inventory/prioritization**

**\$4,200.00**

*These activities are specific to the Tahoe Basin:*

Continue to assist County staff with reviewing project site inventory data and in establishing a priority rating (high/low) system with regards to water quality impacts.

Once the ranking has been completed on commercial and industrial sites, regular inspections will occur. Having a suite of effective and proven BMP's will help with follow-up actions and/or recommendations. The RCD will provide on-going research into the most current and effective Stormwater BMP's, specific to the Tahoe Basin.

TRPA is in the process of inventorying and prioritizing commercial/industrial sites within the Basin. The RCD will coordinate with the Tahoe Regional Planning Agency on their efforts to reduce duplication of product(s).

TRPA has started to categorize pollutant potential in conjunction with other "Tahoe Basin entities". The RCD will coordinate County efforts with TRPA's, to avoid duplication.

"Ground-truth" as necessary and as requested. Specific tasks to be performed shall be determined in consultation with DPW-NPDES staff. This task is expected take up to **60 hours** and will be carried out by the District Resource Management Planner. (\$4,200.00)

**6) County's municipal operations staff education and training \$3,500.00**

Provide yearly training to County employees (responsible for *municipal operations*) in the Tahoe area, Truckee area and the "western slope" of the Sierra Nevada's. Municipal operations staff includes *those County employees responsible for street cleaning and maintenance, park maintenance, graffiti removal, vehicle washing/maintenance, fertilizer/pesticide applications, pool cleaning, painting, etc.* The number of such training sessions will range from 3 to 5, depending on the specific target group, the preparation required, and the length of the training session for that audience.

Specific training to be implemented shall be determined in consultation with DPW-NPDES staff. This task is expected take up to **50 hours** and will be carried out by the District Resource Management Planner. (\$3,500.00)

**7) Outfall inventory \$2,520.00**

Provide assistance to DPW staff on identifying outfalls, "ground truthing" and assisting/developing watershed location with relation to outfall. Outfalls to be identified on the basis of applicable NPDES permit requirements. Specific tasks to be performed shall be determined in consultation with DPW-NPDES staff. This task is expected to take up **36 hours** and will be carried out by the District Resource Management Planner. (\$2,520.00)

For each of the elements identified in task 1d above, the District Resource Management Planner anticipates providing up to **496 hours** of technical assistance. (\$34,725.00)

The County reserves the right to authorize adjustments to the budgets of each of the individual elements described above, within the total budget for Task 1d. Approval of such adjustments shall be in writing, with advance approval of the County Executive Officer, or approved designee.

**Task 1e. - Assist CDRA on privately owned projects under the County's jurisdiction:** *Payment for Services under Task 1e. will be funded from developer fees, at no direct cost to Placer County, through the Community Development Resource Agency (CDRA) for privately owned projects under the jurisdiction of Placer County's permit/inspection regulations.*

RCD will provide off and on site erosion control technical recommendations to Community Development Resource Agency personnel. Project monitoring can be provided for short-term and long-term project requirements for

development of erosion and sediment control proposals selected by county departments. The District Resource Management Planner anticipates providing up to **80 hours** of technical assistance. This task is to be funded, entirely from developer fees, collected by the Community Development Resource Agency's Engineering and Surveying Department. (\$.00)

**Task 2. WATERSHED GROUP CAPACITY BUILDING: \$17,200.00**

Capacity Building activities include the Placer County Firesafe Alliance, the American Basin Council of Watersheds, Bear River Watershed Council, & American River Watershed Group.

Goal: To build cooperation among and between all stakeholders within each watershed in order to carry out watershed mission, objectives and project goals as defined in existing watershed plans. It is intended that a future partnership of interested entities participate in providing funding support for this task.

American Basin Council of Watersheds (formally Auburn Ravine/Coon Creek and Pleasant Grove/Curry Creek Watershed groups, Dry Creek Watershed Council and Western Placer Collaborative Watershed Group) meet in an attempt to broadening their focus to what is known as the American Basin. The American River Basin takes in the western Placer watershed.

The Bear River Watershed Council continue joint meetings with the Yuba Bear Watershed Council to discuss issues in common. Opportunities are identified to address common objectives and issues such as water quality monitoring, sharing of data, monitoring the County HCP/NCCP process and securing funding to support local projects through grants. The Watershed Coordinator program is slated to end June 2007, but there is a chance that a new funding source will be found. Funding gaps make keeping current coordinators in place a real challenge. Coordinators facilitate coordination and cooperation to develop projects and tasks that can support regional issues including restoration, invasive species eradication, education, and outreach efforts.

The District will continue to solicit financial support for watershed efforts from appropriate sources. We will also review appropriate grants which may be available from Department of Conservation, California Department of Forestry and Fire Protection, and California Department of Fish and Game to encourage interagency watershed cooperation that will result in improving the management of natural resources in each of the targeted watersheds.

The District's Administrative Assistant will take and transcribe minutes, prepare agendas, as appropriate, maintain email lists, to facilitate the distribution of minutes and agendas and serve as the communication nexus for Placer County Watershed Groups.

**Task 2a. Placer County Fire Safe Alliance \$4,400.00**

The District's Administrative Assistant will take and transcribe minutes, prepare agendas, as appropriate, maintain email lists to facilitate the

distribution of agendas and minutes, and serve as a communication nexus for Alliance. Administrative activities are estimated at 110 hours. (\$4,400.00)

**Task 2b. American River Watershed Group: \$5,600.00**

The District's Administrative Assistant will take and transcribe minutes, prepare agendas, as appropriate, maintain email lists to facilitate the distribution of agendas and minutes, and serve as a communication nexus. Administrative activities are estimated at 140 hours. (\$5,600.00)

**Task 2c. American Basin Council of Watersheds: \$3,600.00**

District personnel The District's Administrative Assistant will take and transcribe minutes, prepare agendas, as appropriate, maintain email lists to facilitate the distribution of agendas and minutes, and serve as a communication nexus. Administrative activities are estimated at 90 hours. (\$3,600.00)

**Task 2d. Bear River Watershed Council: \$3,600.00**

The District's Administrative Assistant will take and transcribe minutes, prepare agendas, as appropriate, maintain email lists to facilitate the distribution of agendas and minutes, and serve as a communication nexus. Administrative activities are estimated at 90 hours for this task. (\$3,600.00)

EXHIBIT II

DISTRICT BILLING RATES:	For Fiscal Year:	2007-2008
District Manager		\$70.00/hr
District Resource Management Planner		\$70.00/hr
District Administrative Assistant		\$40.00/hr

2007-08 BUDGET:

<u>TASK #1: GENERAL ASSISTANCE.....</u>	\$53,120.00
<u>TASK #2: WATERSHED CAPACITY BUILDING</u>	<u>\$17,200.00</u>
Total Contract	\$70,320.00