

## Wyandotte Creek Groundwater Sustainability Agency Special Board Meeting Agenda

Date: Friday, October 3, 2025

Time: 9:00 AM

Location: Oroville City Council Chamber,  
1735 Montgomery St, Oroville, CA 95965

***No public comments or questions will be taken online.***

### **REQUESTS TO ADDRESS BOARD**

**If you would like to address the Board at this meeting, you are requested to complete the blue speaker request form (located on the wall by the agendas) and hand it to the Board Clerk, who is seated on the right of the Council Chamber. The form assists the Clerk with minute taking and assists the Board in conducting an orderly meeting. Providing personal information on the form is voluntary. For scheduled agenda items, please submit the form prior to the conclusion of the staff presentation for that item. Pursuant to Government Code Section 54954.2, the Board is prohibited from taking action except for a brief response from the Board or staff to statements or questions relating to a non-agenda item.**

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Attend in-person or listen in by one of the methods listed below. The zoom option is for viewing purposes only.

- Zoom Link: <https://zoom.us/j/91028842432?pwd=TVh4SIFHbUhyTG9oeXFnejFWUjEwZz09>
- By Phone – 1-669-900-6833 Passcode: 17351735
- Zoom Application: Meeting ID: 91028842432 Passcode: 17351735
- Email comments accepted until 12pm to [publiccomment@cityoforoville.org](mailto:publiccomment@cityoforoville.org)

# **WYANDOTTE CREEK GROUNDWATER SUSTAINABILITY AGENCY**

## **SPECIAL BOARD MEETING AGENDA**

**October 3, 2025**

### **1. Pledge of Allegiance**

### **2. Roll Call:**

### **3. Special Agenda**

#### **3.1. \*Consideration of a Wyandotte Creek Groundwater Sustainability Agency Procurement Policy**

At its September 25, 2025 meeting, the Board provided direction to Staff and Legal Counsel to prepare a draft procurement policy for the Wyandotte Creek Groundwater Sustainability Agency (GSA). The draft policy is being presented to the Board for consideration. Adoption of the policy will establish clear procedures for how the GSA procures goods and services, including Staff contract execution authority and Board oversight thresholds. **(Report – Dillon McGregor, GSA Program Manager; Gavin Ralphs, GSA Legal Counsel)**

**Requested Action:** Adopt the Wyandotte Creek Groundwater Sustainability Agency Procurement Policy, as presented or as modified by the Board, or provide direction to Staff and Legal Counsel.

#### **3.2. \*Formation of Financial and Administrative Systems Ad Hoc Committee**

As the Wyandotte Creek Groundwater Sustainability Agency (GSA) continues to mature as an organization, it will be important to determine the financial and administrative systems and processes that best support its long-term operations. To help guide this work, Staff is requesting the formation of an ad hoc committee that can collaborate with Staff and Legal Counsel on evaluating options and providing input. The ad hoc committee would be temporary, expected to serve for roughly nine months, while the GSA refines its approach to financial and administrative management. **(Report – Dillon McGregor, GSA Program Manager)**

**Requested Action:** Form a Financial and Administrative Systems Ad Hoc Committee or provide direction to staff.

#### **3.3. \*Consideration of Contract with Hansford Economic Consulting for Fee Study**

At its August 28, 2025 meeting, the Board directed staff to proceed with a new fee study with Hansford Economic Consulting (HEC). The Board will consider approval of a professional services agreement with HEC in the amount of \$104,000 to prepare the fee study. The scope of work includes budget projections, development of fee structure options, stakeholder and community outreach, preparation of a Proposition 26-compliant report to implement a SGMA regulatory fee, and support for Board consideration and adoption. **(Report – Dillon McGregor, GSA Program Manager)**

**Requested Action:** Approve Professional Services Agreement No.2503 with Hansford Economic Consulting in the amount of \$104,000 to prepare a new fee study, or provide direction to staff.

#### **4. Public Comment – Non-Agenda Items**

This is the time for the public to address the Board on items not listed on the agenda. The Wyandotte Creek Groundwater Sustainability Agency Board is prohibited by State law from taking action on any item presented if it is not listed on the agenda. Comments will be limited to three minutes per person.

#### **5. Adjourn The Meeting**

The meeting will be adjourned. A special meeting of the Wyandotte Creek GSA Board is scheduled on **October 23rd, 2025 at 2:00 pm.**

Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the City of Oroville encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the Board Clerk at (530) 538-2535, well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at City Hall, 1735 Montgomery Street, Oroville, California.

Recordings - All meetings are audio recorded.

\*Materials included in Packet



## Agenda Transmittal

**Subject:** Consideration of a Wyandotte Creek Groundwater Sustainability Agency Procurement Policy

**Contact:** Dillon McGregor

**Phone:** (530) 552-3582

**Meeting Date:** October 3, 2025

**Agenda Item:** 3.1

**Summary:**

At its September 25, 2025 meeting, the Board provided direction to staff and legal counsel to prepare a procurement policy for the Wyandotte Creek Groundwater Sustainability Agency. The policy is intended to establish clear procedures for how the agency procures supplies, services, equipment, and professional assistance in compliance with state law. It defines the Program Manager's authority to execute contracts within the adopted budget, sets thresholds for when Board approval is required, and includes procedures for purchases of varying amounts, emergency situations, and acquisitions of real property.

The policy also introduces oversight measures such as Management Committee review of smaller professional service contracts, reporting requirements for executed contracts and larger purchases, and competitive bidding processes for contracts exceeding \$100,000. These provisions are designed to promote transparency, accountability, and consistency in agency procurement practices, while also providing flexibility for efficient day-to-day operations.

The policy also allows the Board to waive competitive bidding in limited situations, such as when a consultant has unique expertise, equipment must match existing assets, or warranties could be affected. In such cases, the Program Manager must provide a written justification for Board approval, showing that a direct award is in the agency's best interest.

Adoption of the procurement policy will give the Board and staff a clear framework to follow and ensure that future contracts and purchases are conducted fairly, responsibly, and in accordance with legal requirements.

**Requested Action:** Adopt the Wyandotte Creek Groundwater Sustainability Agency Procurement Policy, as presented or as modified by the Board, or provide direction to staff and legal counsel.

**WYANDOTTE CREEK GROUNDWATER SUSTAINABILITY AGENCY**

**RESOLUTION NO. 2025-03**

**AMENDING PROCUREMENT POLICY AND ADOPTING UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT PROCEDURES**

**WHEREAS**, on May 28th, 2019, Wyandotte Creek Groundwater Sustainability Agency (“Agency”) adopted Policy XXXX establishing the contracting, purchasing and procurement procedures for the Agency (“Procurement Policy”);

**WHEREAS**, the Procurement Policy adopted the policies and procedures of the Butte County Center-Led Contracting Procurement Policies and Procedures Manual and delegated purchasing, contracting and procurement authority to Butte County;

**WHEREAS**, the Butte County Center-Led Contracting Procurement Policies and Procedures Manual incorporates the Uniform Public Construction Cost Accounting Act Procedures;

**WHEREAS**, the Uniform Public Construction Cost Accounting Act, Public Contract Code section 22000 *et seq.*, sets forth uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects;

**WHEREAS**, the Agency intends to amend the Procurement Policy to provide Agency specific procurement procedures and designate purchasing, contracting and procurement authority to Agency staff. The amended Procurement Policy is attached hereto as Exhibit A and incorporated herein by reference;

**WHEREAS**, the amended Procurement Policy includes procedures that follow the Uniform Public Construction Cost Accounting Act;

**WHEREAS**, the Uniform Public Construction Cost Accounting Act requires that any governing board electing to utilize the Uniform Construction Cost Accounting Act Procedures must elect to do so by resolution and notify the Controller of such election;

**WHEREAS**, the Agency finds that utilizing the procedures outlined in the Uniform Public Construction Cost Accounting Act will save administrative time and expense and will be in the best interest of the Agency.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WYANDOTTE CREEK SUBBASIN GROUNDWATER SUSTAINABILITY AGENCY does hereby resolve, declare and order as follows:**

- 1) The WCGSA Board adopts the amended Procurement Policy, as attached in Exhibit A.
- 2) The WCGSA Board directs staff to notify the State Controller of the Agency’s election into the procedures of the Uniform Public Construction Cost Accounting Act.

**PASSED, APPROVED AND ADOPTED by the Board of Directors of the WYANDOTTE CREEK SUBBASIN  
GROUNDWATER SUSTAINABILITY AGENCY this 3rd day of October 2025.**

AYES:

NOES:

ABSENT:

ABSTAIN:

# Wyandotte Creek

GROUNDWATER SUSTAINABILITY  
AGENCY

308 Nelson Ave, Oroville, California • (530) 552-3591 • WyandotteGSA@gmail.com

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## **Procurement Policy** **Adopted: October 3, 2025**

### **100.00 Purpose of the Policy**

The purpose of this Policy is to set forth the practices and procedures of the Wyandotte Creek Groundwater Sustainability Agency (“WCGSA”) concerning its procurement of supplies, materials, equipment, and professional services, including construction and capital improvements. This Policy is adopted in accordance with the provisions of Article 7, Chapter 5, Part 1, Division 2 of Title 5 of the California Government Code (commencing with Section 54201).

### **200.00 Policy**

#### **200.10 Authority**

The Program Manager of WCGSA has the authority to make purchases, sign contracts and otherwise encumber WCGSA for the acquisition of materials (including supplies, inventory and equipment) or professional services, within the limitations of the adopted annual Budget. Board approval of such expenditures is required when amounts exceed the purchasing authority of the Program Manager.

Purchases or encumbrances from loan and/or grant funds will be approved in accordance with the sponsoring agency’s contract or grant procedures, in addition to the requirements of this Policy to the extent they do not conflict with the loaning or granting agency’s requirements.

#### **200.20 Purchases of Materials and Professional Services Up To \$25,000**

For non-emergency purchases or other encumbrances up to \$25,000 per annum per vendor the Program Manager will have the authority to make the purchase without the prior authorization of the Board of Directors. For professional service contracts under \$25,000, at least one member of the Management Committee must also approve the contract prior to execution. Purchases under this section may be made by negotiation, requests for proposals (“RFP”) or requests for qualifications (“RFQ”) or competitive bid at the Program Manager’s discretion, provided that the method chosen is reasonable and ensures that the goods or services are procured from a responsible vendor at a price that is fair to WCGSA. The Program Manager has the authority to determine which purchasing process is appropriate.

The Program Manager shall report in writing to the Board of Directors at the next regularly scheduled meeting of the Board of Directors the nature and amount of:

- (a) any professional services contracts executed under this Section, and
- (b) any individual purchases exceeding \$2,500.

For emergency purchasing guidance, see Section 200.60.

Irrespective of monetary or other limitations specified in this Section, the Board of Directors may, at its discretion, direct the manner in which a specific purchase will be made.

### **200.30 Purchases of Materials and Professional Services Between \$25,000 and \$100,000**

Non-emergency purchases or other encumbrances between \$25,000 and \$100,000 per annum per vendor must be approved by the Board of Directors. Such purchases or encumbrances shall be made by negotiation, RFP or RFQ or competitive bid at the Program Manager's discretion, provided that the method chosen is reasonable and ensures that the goods or services are procured from a responsible vendor at a price that is fair to WCGSA. The Program Manager has the authority to determine which purchasing process is appropriate and/or in compliance with grant or funding requirements, as applicable. A written contract will be executed for all such purchases, preferably a contract prepared by WCGSA. Once a written contract has been drafted, the Program Manager shall present the contract to the Board of Directors for approval.

For emergency purchasing guidance, see Section 200.60.

Irrespective of monetary or other limitations specified in this section, the Board of Directors may, at its discretion, direct the manner in which a specific purchase will be made.

### **200.40 Purchases of Materials and Professional Services in Excess of \$100,000**

Except as otherwise specified herein, all purchases of materials and professional services where the estimated contractual amount is in excess of \$100,000, or the estimated cumulative amount per annum per vendor will exceed \$100,000, must be made by a competitive process and approved by the Board of Directors. Any such purchase will be made in the following manner.

An RFQ or RFP inviting bids for such purchases or professional services will be sent to at least three qualified bidders as determined by WCGSA, at least 10 days prior to the date designated for receipt of responses to the RFQ or RFP. If there are not three qualified bidders, the Program Manager shall prepare a memorandum (retained in the project file) describing the nature of the work and reason that fewer than three qualified bidders were solicited to provide the materials or services.

For professional services, selection criteria will be established by WCGSA, which may be based solely on qualifications of the candidate(s). The bidder with the highest score in accordance with the scoring criteria stated in the RFP/RFQ shall be selected.

For material purchases, the responsible and responsive bidder providing the lowest cost bid shall be selected. Vendors may be advised that they will be notified only if the purchase is made from them.

A written contract will be executed for all such purchases, preferably a contract prepared by WCGSA.

The Program Manager may determine and declare a bidder not to be a responsible bidder upon consideration of the following factors:

- (a) The bidder's record of performance on previous contract(s) or service(s), including the number and dollar amount of change orders;
- (b) The bidder's previous and existing compliance with laws and ordinances relating to the contract or service;
- (c) The bidder's ability, capacity, and skill to perform the work or provide the service required;
- (d) Whether the bidder has the facilities to perform the work or provide the service promptly, or within the time specified, without delay or interference;
- (e) The sufficiency of the financial resources of the bidder to perform the work or provide the service;

(f) The ability of the bidder to provide future maintenance and service (if required) of the commodity purchased; and

(g) The character, integrity, reputation, judgment, experience, and efficiency of the bidder.

#### **200.50 General Purchasing Guidelines**

(a) Purchases made under this Policy shall be pre-authorized in accordance with WCGSA Procedures.

(b) Employees not designated under a signed authorization issued by the Program Manager shall not encumber WCGSA for materials or professional services without prior, written authorization from the Program Manager.

(c) Sales, Use, and other excise taxes shall be paid when required by State or Federal law.

(d) Once materials or professional services received by WCGSA have been confirmed to be acceptable and an appropriate invoice has been received, WCGSA shall process the invoice, obtain the necessary approvals and pay for the materials or professional services within 30 days of receipt of invoice or, if applicable, within 30 days of grant fund reimbursement. If the invoice received is not approved, WCGSA will provide notification of the deficiencies to the vendor within two weeks of receipt of invoice.

(e) All orders and invoices received by WCGSA must be approved within the terms and conditions set forth by the Program Manager in appropriately established purchasing procedures and controls before payment is made.

(f) All WCGSA purchases shall be made for WCGSA purposes only. Staff are prohibited from using WCGSA resources of any kind for personal purchases.

#### **200.60 Emergency Purchases**

In case of emergency, where a purchase has not been authorized by the Board of Directors or this Policy requires such purchase to be made by competitive process or RFQ or RFP, and the Program Manager has determined that the best interests of WCGSA require that such purchase be made before the Board of Directors can meet to authorize such purchase, the Program Manager or designee is authorized to make such purchase by negotiation after first obtaining the written or verbal consent of **two members** of the Board of Directors, one of who should be the Board Chair unless they are unavailable. The Program Manager will thereafter promptly report in writing to the Board of Directors at the next regularly scheduled meeting of the Board of Directors the nature and amount of the purchase and the emergency circumstances justifying such purchase.

#### **200.70 Direct Award Approval**

Competitive bidding in accordance with section 200.40 generally is required for purchases of materials or professional services greater than \$100,000. However, in certain situations, WCGSA may benefit from waiving required competitive bidding and negotiating a materials or professional services agreement directly with a single service provider or vendor. Examples of such situations include:

a) Selecting a consultant or service provider based on unique experience, ability and/or knowledge.

b) Purchasing replacement equipment parts where doing so from other than the original equipment manufacturer or other select manufacturer could adversely impact a warranty or ongoing maintenance.

- c) Purchasing new or replacement equipment or work which must integrate with existing assets and where it is not reasonably available from a source other than the service provider or vendor who supplied the existing asset or where equipment or operations compatibility concerns compel a purchase from a particular manufacturer.

In these situations, and before a contract is issued by WCGSA, the Board of Directors must approve the waiver. To make a waiver request, a justification shall be prepared by the Program Manager to explain the reasons for waiving competitive bidding. At minimum, the justification shall address the economics, operating efficiencies, and any legal considerations of using a Direct Award approach.

#### **200.80 Acquisitions of Real Property Interests**

When the acquisition of a real property interest is being considered, the Program Manager must comply with the following process:

- (a) The Board of Directors must be informed in writing, in advance of the intended acquisition, of its estimated cost (including purchase price, transaction costs, and required or prudent site assessments and studies), known or suspected environmental concerns, the WCGSA purpose and public necessity for purchasing the real property interest, and the need for any budget augmentation for the purchase. This may be done at annual Budget time or at any point throughout the year.
- (b) After Board approval in principle of the proposed purchase of the real property interest, staff is authorized to expend WCGSA resources on site studies, professional assistance and other studies/consultation.
- (c) If staff proposes to move forward with a purchase of an interest in real property after performing appropriate due diligence, the Board of Directors must first provide final approval of the acquisition.
- (d) After such Board approval, the Program Manager may proceed to close on the purchase.

#### **200.90 Construction Contracts**

All public construction projects shall be conducted in accordance with the Uniform Construction Cost Accounting Procedures of the Uniform Public Construction Cost Accounting Act, Public Contract Code section 22000 *et seq.* WCGSA shall comply with any applicable legal and regulatory requirements, and any applicable grant or loan funding requirements in completing such projects.

**CERTIFICATE OF RESOLUTION**

We, the undersigned, hereby certify as follows:

1. That we are the Chair and Secretary of the WYANDOTTE CREEK SUBBASIN GROUNDWATER SUSTAINABILITY AGENCY; and

2. That the foregoing resolution, consisting of 7 pages, including this page, is a true and correct copy of a resolution of the Board of Directors of the WYANDOTTE CREEK SUBBASIN Groundwater Sustainability Agency, passed at the meeting of the Board of Directors held on June 26, 2025, at the Oroville City Council Chambers, 1735 Montgomery Street, Oroville, CA 95965.

IN WITNESS WHEREOF, we have signed this certificate this 3rd day of October 2025, at Oroville, California.

\_\_\_\_\_ Bill Connelly, Chair of the Board of Directors

\_\_\_\_\_ Dillon McGregor, GSA Program Manager



## Agenda Transmittal

**Subject:** Formation of Financial and Administrative Systems Ad Hoc Committee

**Contact:** Dillon McGregor

**Phone:** (530) 552-3582

**Meeting Date:** October 3, 2025

**Agenda Item:** 3.2

**Summary:**

As the Wyandotte Creek Groundwater Sustainability Agency continues to mature as an organization, establishing the right financial and administrative systems will be important to ensure effective long-term operations. As the Agency develops, it is important to more thoroughly evaluate its financial and administrative practices to ensure they are well-suited to support the GSA's ongoing responsibilities and future needs. Careful attention to these systems will help the Agency maintain transparency, meet regulatory obligations, and operate efficiently as it takes on more independent functions.

To support this effort, staff requests that the Board form an ad hoc committee of Board members to work alongside staff in evaluating options and providing input. The committee's role would be advisory, helping to identify priorities, review potential approaches, and offer feedback before staff brings recommendations to the full Board. The committee would be temporary, with an expected duration of approximately nine months, after which its work would be complete and any final recommendations could be presented to the Board.

**Requested Action:** Form a Financial and Administrative Systems Ad Hoc Committee or provide direction to staff.



## Agenda Transmittal

**Subject:** Consideration of Contract with Hansford Economic Consulting for Fee Study

**Contact:** Dillon McGregor

**Phone:** (530) 552-3582

**Meeting Date:** October 3, 2025

**Agenda Item:** 3.3

**Summary:**

At its August 28, 2025 meeting, the Board directed staff to proceed with a new fee study with Hansford Economic Consulting (HEC). The proposed professional services agreement is in the amount of \$104,000 and will fund preparation of a Proposition 26-compliant fee study to support the Wyandotte Creek Groundwater Sustainability Agency's long-term financial sustainability. The scope of work includes refining budget projections, developing fee structure options, conducting stakeholder and community outreach, preparing the fee report, and supporting the Board through consideration and adoption.

The fee study will build updated budget projections, evaluate alternative fee structures, and engage stakeholders throughout the process. It will include outreach and public input, analysis of options for clarity and fairness, and preparation of a report that provides the legal and financial basis required for Board consideration of a new regulatory fee structure.

While the Procurement Policy generally requires a competitive process for contracts exceeding \$100,000, staff recommends a direct award to HEC under the policy's direct award provisions. HEC is uniquely qualified due to its specialized expertise in Proposition 26-compliant fee studies, prior work with the Wyandotte Creek GSA, and proven track record with other groundwater sustainability agencies. HEC also submitted a proposal in the Agency's original fee study RFP process and has already gained knowledge of the Agency's governance structure, financial needs, and stakeholder context. This continuity will save time and resources. Additionally, \$100,000 in grant funds set aside for the fee study must be expended by March 2026, and initiating a new competitive process could jeopardize meeting that deadline. Further analysis of the justification to waive the competitive process is attached as Attachment A to this Transmittal.

For these reasons, staff finds that a direct award is justified and recommends that the Board waive the competitive process and approve Professional Services Agreement No. 25-03 with Hansford Economic Consulting in the amount of \$104,000.

**Requested Action:** Waive the competitive procurement process for and approve Professional Services Agreement No. 25-03 with Hansford Economic Consulting in the amount of \$104,000 to prepare a new fee study or provide direction to staff.

# Wyandotte Creek

GROUNDWATER SUSTAINABILITY  
AGENCY

308 Nelson Ave, Oroville, California • (530) 552-3591 • WyandotteGSA@gmail.com

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## **Justification for Direct Award – Hansford Economic Consulting (HEC)**

The Wyandotte Creek Groundwater Sustainability Agency (WCGSA) seeks to enter into Professional Services Agreement No. 25-03 with Hansford Economic Consulting (HEC) in the amount of \$104,000 to conduct a Proposition 26-compliant fee study. While Section 200.40 of the Procurement Policy requires competitive bidding for contracts over \$100,000, Staff recommends a **direct award** to HEC under Section 200.70 of the Policy, based on the following considerations:

### **1. Specialized Expertise**

HEC has demonstrated extensive experience preparing Proposition 26-compliant fee studies for groundwater sustainability agencies. Their expertise with this specific regulatory process makes them uniquely qualified to guide WCGSA through both the technical and procedural requirements.

### **2. Prior Work with WCGSA**

HEC has previously assisted WCGSA in scoping what a potential fee study process would entail, giving them direct knowledge of WCGSA's governance structure, financial needs, and stakeholder context. This familiarity will save time and resources by avoiding duplication of prior efforts.

### **3. Proven Track Record and Continuity**

HEC submitted a proposal under WCGSA's original Fee Study RFP process and was thoroughly vetted at that time. Although not initially selected, their past involvement provides continuity and efficiency in moving forward with this new study. In addition, HEC recently completed a fee study for the Vina GSA, which was successfully delivered on time and well received by the Board and stakeholders. This recent success demonstrates HEC's ability to carry out a similar scope of work in a manner that is both effective and responsive to stakeholder needs.

### **4. Grant Funding Deadline**

WCGSA has \$100,000 set aside through the Sustainable Groundwater Management Projects Grant Program, which must be expended by **March 1, 2025**. Initiating a new competitive procurement would risk delaying the project beyond this deadline, potentially forfeiting grant funds. A direct award allows work to begin immediately.

**Conclusion**

For these reasons, Staff finds that a direct award to Hansford Economic Consulting is justified under the Procurement Policy's Direct Award provisions. Staff recommends that the Board approve the waiver of competitive bidding and authorize execution of Professional Services Agreement No. 25-03 with HEC in an amount not to exceed \$104,000.

**WYANDOTTE CREEK GROUNDWATER SUSTAINABILITY AGENCY  
PROFESSIONAL SERVICES AGREEMENT  
No. 25-03**

This Agreement is entered into as of the date last signed and dated below by and between the Wyandotte Creek Groundwater Sustainability Agency, a local government agency (“Agency”), and Hansford Economic Consulting, a California limited liability company (“Contractor”), who agree as follows:

**1 Scope of Work**

Contractor shall perform the work and render the services described in the attached Exhibit A (the “Work”). Contractor shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Contractor shall determine the method, details and means of doing the Work.

**2 Payment**

2.1 Agency shall pay to Contractor a fee based on *[check one]*:

Contractor’s time and expenses necessarily and actually expended or incurred on the Work in accordance with Contractor’s fee schedule on the attached Exhibit A.

The fee arrangement described on the attached Exhibit A.

The total fee for the Work shall not exceed \$104,000. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by Agency. Contractor’s fee includes all of Contractor’s costs and expenses related to the Work.

2.2 Contractor acknowledges that the Work is primarily funded through grant funds provided by the Department of Water Resources (“DWR”) and that payment to Contractor will be contingent upon reimbursement of such funds by DWR. Agency submits invoices to DWR on a quarterly basis, and DWR typically provides reimbursement within approximately ninety (90) days of such submittals. Contractor acknowledges that the DWR reimbursement process may result in delayed payment under this Agreement.

2.3 At the end of each month, Contractor shall submit to Agency an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, Agency shall pay the invoice within 30 days of receiving the applicable reimbursement from DWR.

**3 Term**

3.1 This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must

complete the Work in accordance with the specified schedule or deadline, which may be extended by Agency for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.2 This Agreement may be terminated at any time by Agency upon 10 days advance written notice to Contractor. In the event of such termination, Contractor shall be fairly compensated for all work performed to the date of termination as calculated by Agency based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other similar payments relating to Contractor's claimed benefit of the bargain.

#### **4 Professional Ability of Contractor**

4.1 Contractor represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. Agency has relied upon Contractor's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Contractor's field.

#### **5 Conflict of Interest**

Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Contractor's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Contractor is not a designated employee within the meaning of the Political Reform Act and Agency's conflict of interest code because Contractor will perform the Work independent of the control and direction of the Agency or of any Agency official, other than normal contract monitoring, and Contractor possesses no authority with respect to any Agency decision beyond the rendition of information, advice, recommendation or counsel.

#### **6 Contractor Records**

6.1 Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Contractor under this Agreement. Agency may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

## **7 Ownership of Documents**

All final works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to Agency (“Work Product”) shall be the property of Agency, and Agency shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without Agency’s prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, Agency reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If Agency reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then Agency shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to Agency in paper format, upon request by Agency at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to Agency in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

## **8 Confidentiality of Information**

8.1 Contractor shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the Agency or created by Contractor in connection with the performance of the Work under this Agreement (the “Confidential Material”). Contractor shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by Agency. Contractor also shall not disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by Agency. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

8.2 Contractor, and its officers, employees, agents, and subcontractors, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Contractor, or its officers, employees, agents, or subcontractors in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the Agency or by order of a court or regulatory entity with jurisdiction over the matter. Contractor, and its officers, employees, agents, and subcontractors shall protect the

Confidential Material and treat it as strictly confidential in accordance with applicable law, Agency policies and directives, and best industry security practices and standards.

8.3 If any person or entity, other than Agency or Contractor, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

8.4 Unless otherwise directed in writing by the Agency, upon contract completion or termination, Contractor must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the Agency that such materials have been destroyed.

## **9 Compliance with Laws**

9.1 General. Contractor shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall comply with applicable federal and state worker safety-related laws and regulations.

## **10 Indemnification.**

10.1 Contractor shall indemnify, defend, protect, and hold harmless Agency, and its officers, employees and agents (“Indemnitees”) from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) (collectively a “Claim”) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of Agency or its employees or agents. Contractor’s obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Contractor is a “design professional” as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Contractor’s total costs incurred pursuant to its duty to defend Indemnitees exceed Contractor’s proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

## 11 Insurance

Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance: ***[The general liability and automobile coverage limits may be adjusted depending on the Work's overall risks, cost and complexity.]***

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$1,000,000 per occurrence & \$2,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers' compensation	Statutory limits	
Employers' liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim	

\*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

11.1 Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name Agency, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor's general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Agency's insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to Agency. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to Agency. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of Agency for the Work performed by Contractor.

11.2 Proof of Insurance. Upon request, Contractor shall provide to Agency the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b)

endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

## 12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Contractor.** Contractor's relationship to Agency is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not Agency employees, and they are not entitled to Agency employment salary, wages or benefits. Contractor shall pay, and Agency shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify Agency, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

12.3 **Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Contractor without Agency's prior written approval. Contractor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to Agency in the manner provided in section 11 of this Agreement.

The Agency has approved Rollins PR Consulting LLC, a California limited liability company ("Subcontractor #1"), as a subcontractor to Contractor for purposes of this Agreement. Rollins PR Consulting LLC. shall be referred to hereinafter as "Subcontractor #1."

The Agency has approved Kjeldsen, Sinnock & Neudeck, Inc., a California corporation ("Subcontractor #2"), as a subcontractor to Contractor for purposes of this Agreement. Kjeldsen, Sinnock & Neudeck, Inc. shall be referred to hereinafter as "Subcontractor #2."

12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by Agency to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

12.6 **Indirect Damages.** In no event will either party be liable to the other or to any third party for any loss of use, revenue, or profit or for any consequential, incidental, indirect, exemplary, special or punitive damages whether arising out of breach of contract, tort (including negligence) or otherwise, regardless of whether such damage was foreseeable and whether or not such party has been advised of the possibility of such damages.

12.7 **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

12.8 **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal Agency court where Agency's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

12.9 **Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

**Agency:**

Wyandotte Creek Groundwater Sustainability Agency

Attn: Dillon McGregor

308 Nelson Avenue \_\_\_\_\_

Oroville, CA 95928 \_\_\_\_\_

E-mail: dmcgregor@buttecounty.net

**Contractor:**

Hansford Economic Consulting LLC

Attn: Catherine Hansford \_\_\_\_\_

PO Box 10384

Truckee, CA 96162 \_\_\_\_\_

E-mail: catherine@hansfordecon.com

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

12.10 **Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an

original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature complying with California’s Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

\_\_\_\_\_

Wyandotte Creek Groundwater Sustainability Agency:

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
**Bill Connelly, GSA Board Chair**

***Hansford Economic Consulting LLC:***

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
**Catherine Hansford, Principal**

**Reviewed for Contract Policy Compliance Approved as to Form:**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
**Dillon McGregor, GSA Program Manager**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
**Joshua Horowitz, GSA Legal Counsel**

## **EXHIBIT A: SCOPE OF WORK**

### **TASK 1 PROJECT MANAGEMENT**

#### **Task 1.1: Project Management**

This task includes time for the project manager to manage, track, and report on progress every month. Specifically, it entails providing direction to other Project Team staff, review of work status/progress, invoicing/ budget tracking, and communications with the GSA Program Manager over the duration of the Fee Study.

*Deliverables: Monthly Invoices and Quarterly progress reports.*

### **TASK 2 FEE STRUCTURE DEVELOPMENT**

#### **Task 2.1: Regulatory Program Budget Projection**

HEC will work with the GSA Program Manager to refine the FY27 budget and estimate a five-year annual operating budget through FY32 for purposes of the Fee Study. The budget will distinguish between Part 1 and Part 2 costs if the Board moves forward with a fee structure similar to that of the Vina GSA.

#### **Task 2.2: Fee Structure Options Development**

Under this task, HEC will provide different fee structure options for consideration. One of the fee structures will be the Vina GSA fee structure with additional parcel categories as presented in the June 20, 2025 memorandum by HEC. A second will be retaining the existing fee structure with modifications that address the existing concerns regarding clarity. Other options may also be developed depending on feedback from outreach engagement.

Time is included in this task for KSN to run queries on the GIS map created for the Fee Study so that different fee structures can be vetted. This task also includes creation of a mailing database for public outreach using Assessor data that is integrated into the GIS map tool.

The Consultant may draw upon prior fee analysis work already completed for the Agency, including review of the previous fee study, regulatory requirements, groundwater use patterns, financial policies, and stakeholder engagement, and is not expected to repeat such work under this contract.

If, based on Board direction, an alternative fee structure not described above is pursued, the Consultant will work with the Program Manager to scope and budget the additional work prior to proceeding.

*Deliverables: PowerPoint presentation that summarizes the outcomes of Task 2.*

## **TASK 3 OUTREACH AND STAKEHOLDER INPUT**

### **Task 3.1: Outreach Approach**

It is important to be transparent, informative, and be active listeners during stakeholder and community engagement. Community engagement, conveying trust and providing solid reasons for continued engagement by stakeholders and the public as part of this fee study process will be key to determining a new fee mechanism. An outreach and engagement outline will serve as the starting point for conducting outreach. Given the GSA already has a fee in place, the goal with this fee study will be to engage stakeholders and those paying the fee about the current fee structure and review fee structure alternatives.

Outreach and education efforts will include messaging, outreach materials, social and traditional media, stakeholder and public engagement tactics, timeline, and other pertinent tactics. The Project Team will meet with the Wyandotte Creek GSA Advisory Committee (“WAC”) to identify specific stakeholders, interest groups, other constituents and community members who need to be active participants in the outreach process to examine the current fee and fee alternatives.

### **Task 3.2: Develop Outreach Materials**

The Project Team will use a variety of communication tools to reach targeted/affected parties. Below are some potential types of outreach materials.

**Key Messages** – Key messages will serve as the foundation for all communication tools and media outreach efforts. Initial messaging will be written to convey why the GSA is pursuing a new fee study, the importance of the GSA and the benefit of it serving as a local, self-sustaining groundwater management agency, and goals of the fee study.

**Frequently Asked Questions** – An FAQ document will be created and posted to the website funding tab and used as a resource at workshops and meetings. Questions to be immediately addressed may include “why is the GSA conducting another fee study?”, “how will this process be different?”, “what will happen to the current fee?” and other questions needed to clear the field and establish a new process.

**Direct Mail Notification/Database Management** – The type of direct mailers will be identified in the outreach plan. Mailers may include postcards, newsletters, articles written for existing agency publications and similar. Content will be developed based on need and purpose of the communication piece. Materials will also be saved electronically and posted to the website/attached in e-blasts. We will use and maintain the existing database made available by the GSA and update as needed.

**Website Funding Tab** - A dedicated funding tab will be used to provide information about the new fee study, post revised, updated and new materials, provide a project timeline of important benchmarks, and opportunities for public input. All project materials, public workshop summaries and reports will also be posted.

### **Task 3.3: WAC and Stakeholder Meetings Preparation**

The WAC will serve as a sounding board to vet new fee options, offer intel and perspective about how the fee impacts and provides value to the community, and provide names of individuals or organizations who should be part of the fee process.

Stakeholder interviews are going to be a critical part of the fee study process. Schaelene Rollins will work with the WAC and GSA management staff to determine key influencers and stakeholder groups to be involved. Meetings may be one-on-one, held as small group meetings (such as with agricultural interests) and may include meetings with existing organizations such as Butte County Farm Bureau and Butte Cattlemen’s Association.

**Task 3.4: Community Outreach Preparation**

The community-at-large will also need to be engaged, however, the timing and format of the public workshops will need to be determined later in the Fee Study. Recommendations for public workshops will be refined as part of the public outreach process.

**Task 3.5: Media Relations**

Media relations will be an important part of the fee study effort, not only to serve as another layer of outreach to reach the community at large, but to proactively address and inform the public about the reasons for the fee study. News releases will be written for traditional media outlets (*Chico ER*, *Oroville Mercury-Register*, *Red Bluff Daily*, etc.) and local water and agriculture related publications. Spanish and Hmong-language publications will also be provided with releases and announcements as appropriate.

Social media will be used as available to gain further outreach, especially when advertising community outreach opportunities. Posts will be written and provided to partner agencies willing to advertise opportunities for engagement. Social media local/neighborhood forums may need to be monitored for negative or incorrect information by those who live in the community with access to the local social pages.

*Deliverables: Outreach approach, applicable outreach materials, webpage content, key messages and fact sheet, meeting materials, stakeholders database, key meeting notes, and applicable media and social media materials.*

**TASK 4 FEE REPORT AND IMPLEMENTATION**

**Task 4.1: Regulatory Fee Calculations and Report**

This task includes refining all the datasets, the GIS platform, and an interactive map that can be posted to the fee study webpage upon completion of the study. Once all the data is assembled in workable formats, the fee calculations will be performed, and the draft results will be presented to the GSA Board. The costs that are to be funded by the new fee are allocated to user groups based on a reasonable relationship between the payees and the benefits of the program.

A report will be prepared that meets the requirements of Proposition 26. The report will be provided in electronic copy only. HEC will prepare an administrative draft report, a public review draft report, and a final report.

*Deliverables: HEC will prepare a report documenting methodologies used to establish the fee, outreach, and findings of the fee calculations. Also included is an interactive map for upload to the GSA’s web page upon completion (to be hosted by the GSA).*

**Task 4.2: Fee Adoption Support**

In addition to the outreach outlined in Task 3, assistance under this task includes help with drafting staff reports, ordinances and/or resolutions, and helping staff answer technical questions about the new fee.

## **TASK 5 MEETINGS**

### **Task 5.1: Meetings in Butte County**

Under this task, HEC would meet with the WAC and community organizations to receive input and feedback on issues as the work program progresses. The budget allows for up to 5 trips for outreach and ad hoc committee meetings.

We also budget for three (3) Board meetings:

- Presentation of Fee Options and WAC and Public Input (1)
- Discussion on Fee Study report and Direction to move forward (1)
- Acceptance of Final Fee Study Report and Public Meeting to adopt the Fee (1)

# BUDGET & SCHEDULE

## Budget

The estimated budget is \$104,000, as detailed in Table 1. Approximately 80% of the work is anticipated to be completed by March 1, 2026. HEC anticipates approximately \$84,000 will be spent by then and the remaining approximately \$20,000 between March and June 2026.

## Cost Estimate Assumptions

- The cost estimate includes up to 8 trips for meetings within the GSA’s jurisdiction. If any additional trips are needed, additional budget will be requested unless budget is available from another task.
- The cost estimate does not include preparation of the tax roll and direct bills in June and July 2026.
- Direct costs include mileage reimbursement at the current Federal mileage reimbursement rate, parking, printing, and meals only when travelling for meetings. Direct costs are billed at cost (no markup)
- Deliverables will only be provided in electronic format.
- Direct outreach costs include printing, mail services and postage for targeted direct mail pieces; translation of all outreach materials; two legal notices placed in the Oroville Mercury-Register materials and incidentals for public workshops. The estimate of direct costs is provided in Table 2.
- Billing rates per hour are provided below. Billing rates may change January 1, 2026. All billing rates are 150% for any legal matters, including but not limited to producing records, providing testimony, or expert witness.

<b>Catherine Hansford</b>	<b>Principal</b>	<b>\$215</b>
	Associate / Travel	\$130
	Analyst	\$120
	Clerical	\$105
<b>Schaelene Rollins</b>	Outreach Specialist	\$155
	Travel	\$90
	Designer	\$105
<b>Mo Tangestani</b>	GIS Manager	\$195
<b>Diego Rodriguez</b>	GIS Specialist II	\$162

**Table 1: Cost Estimate**

Task Description	HEC		Rollins PR			KSN		Total	
	Principal	Travel	Clerical	Outreach	Travel	Designer	GIS Manager		GIS Specialist
Hourly Billing Rates	\$215	\$130	\$105	\$155	\$90	\$105	\$195	\$162	
1 Project Management									
1.1 Project Management			16						\$1,680
2 Fee Structure Development									
2.1 Regulatory Program Budget Projection	8								\$1,720
2.2 Fee Structure Options Development	25						8	46	\$14,387
3 Outreach & Stakeholder Input									
3.1 Outreach Approach	2			8					\$1,670
3.2 Develop Key Outreach Materials	6			42		16			\$9,480
3.3 WAC & Stakeholder Mgt Prep.	20			30					\$8,950
3.4 Community Outreach Preparation	10			30		7			\$7,535
3.5 Media Relations				6					\$930
4 Report & Implementation									
4.1 Regulatory Fee Calculations & Report	46		15	4				25	\$16,135
4.2 Fee Adoption Support	12		6						\$3,210
5 Meetings									
5.1 Meetings in Oroville [1]	20	32		13	24				\$12,558
Total Staffing Cost Estimate (rounded)								A	\$78,300
Direct Costs for Trips								B	\$4,400
Estimated Staffing and Direct Costs								C = A+B	\$82,700
Estimated Direct Outreach Costs (any unused budget may be released as contingency to tasks 1-5)								D	\$21,300
ESTIMATED BUDGET								E = C+D	\$104,000

[1] Budget estimate is for 8 meetings in Oroville or elsewhere within the GSA management area. Preparation costs are included in tasks 1-4.

**Table 2: Estimate of Direct Costs**

Outreach Direct Cost Item	Estimated Cost
Fact Sheet/FAQ	\$0
Direct Mail Notification	
Postage & handling (\$1.25 each)	\$15,625
Printing (\$0.27 each)	\$3,679
Subtotal	\$19,304
Website Page (development/updates)	\$0
Public Workshops	
Handouts/Boards	\$100
Interpreter and equipment	\$850
Refreshments/incidentals	\$200
Subtotal	\$1,150
Public Noticing (2x newspaper)	\$800
<b>ESTIMATED OUTREACH COSTS</b>	<b>\$21,255</b>

