

Exhibit A
Scope of Work For Humboldt County's General Plan Elements
Capital Improvements and Public Facilities Element and Water Resources Element

The primary purpose for this project is to prepare the Capital Improvements and Public Facilities Element and Water Resources Elements of the updated Humboldt County General Plan. Work products include draft General Plan Elements and supporting technical documents for each element. The supporting technical documents will also guide zoning and general plan map revisions and development policies necessary to accommodate housing demands within County Urban Study Areas for a twenty year period.

The County has developed “Urban Study Areas” within and adjacent to existing water and sewer service areas to analyze Sketch Plan Alternatives. Identification of these areas allows the County to work with the affected service providers to assess infrastructure capabilities and constraints, and to develop plans for the timing and financing of capital improvements and services. Roadway circulation is another key consideration to be addressed in more detail within these areas. Assessing the impacts of development within these areas on the community, environment and agricultural resources will also be addressed. The results of these assessments will be the basis for recommending a final Sketch Plan, including zone and land use map revisions.

A. Capital Improvements and Public Facilities Element

Development in Humboldt County is constrained by infrastructure and service limitations. The County has defined specific “Urban Study Areas” to evaluate infrastructure capacity in light of the projected demand for housing for all income levels for the next 20 years. For each Urban Study Area, the Consultant will conduct a realistic analysis of existing capacity, future demand, and financing options for water and wastewater, police, fire, road and stormwater control infrastructure.

Task A1: Distribution and capacity of existing infrastructure

Task A1.1. For each of the 23 designated Urban Study Areas, team representatives will facilitate the inventory and identify the location of existing infrastructure, and area served by: existing water distribution and treatment facilities, wastewater collection and treatment facilities, drainage facilities, flood control structures, police, fire, emergency services coordination and roads.

Task A1.2. Inventory the condition of existing infrastructure and analyze the estimated need for maintenance and improvements to meet projected demand.

Task A1.3. Identify areas under-served by infrastructure and sub-standard systems and services.

Consultant team representatives will meet with staff or consultants from each affected service provider to obtain the required facility information and complete the infrastructure planning workbooks for each of the 23 identified urban study areas. Two workshops will be held at different locations in the County to engage the service providers and to facilitate workbook preparations. As needed, consultants will convene follow-up meetings with service providers to answer questions or deal with the study areas that can not attend these workshops.

For these workshops, the County will secure the facility to hold the workshops and will notify service providers. Consultant will prepare draft letter for the County to send to service providers that will explain the purpose and objective of the meetings. Consultant will organize the workshops, prepare agendas and serve as facilitators at the workshops to obtain the required

information. Consultants will convene a maximum of 2 follow-up meetings to complete the workbooks. These meetings will also cover the objectives outlined in Task A2.

Consultant Deliverables

Electronic and hard copies of the information obtained and entered into the Urban Study Area workbooks. These workbooks will be provided to the affected service providers for their review and comment. The workbooks will then be updated to reflect this information.

Task A2: Distribution and Development of Alternative Growth Scenarios

The consultant will work with representatives of the water and sewer service providers to assess what types and levels of growth their communities want to see. Consultants will rely on this information to estimate existing capacity that is still available. Consultant will coordinate reviews of County supplied workbook information with service providers so they can provide input (comments and corrections) to these documents. This step will provide an opportunity for the communities to provide input on what levels of growth they feel is best for their community.

Consultant Deliverables

The workbooks for each community will include a section on service provider and/or community input on growth scenarios and recommendations for fine-tuning scenario alternatives for each specific community.

Task A3: The distribution and capacity of new infrastructure needed to meet projected growth under alternative growth scenarios (Sketch Plans A, B, and C)

Task A3.1. Analyze, in correlation with the land use element growth projections, projected demand for infrastructure and facilities.

Task A3.2. Develop a schedule for improvements, expansion, and replacement of infrastructure and facilities.

Task A3.3. Assess economic feasibility of infrastructure improvements and expansions.

Task A3.4. Evaluate development, watershed and environmental implications.

Deliverables

Workbooks with completed Tables 6,7,8, & 10 and Maps 6 through 9.

Task A3 (cont.): Consultation and Coordination

The distribution and capacity of existing and planned future services of other entities that provide water and wastewater services or facilities, police, fire, road and stormwater control, including the cities of Arcata, Eureka, Fortuna, Blue Lake, Trinidad, Rio Dell, and Ferndale. And also including the service districts of McKinleyville, Manila, Jacoby Creek, Hydesville/Carlotta, Samoa, Fieldbrook/Glendale, Loleta, Scotia, Miranda, Weott, Redway/Garberville, Shelter Cove, Orick, Willow Creek, Westhaven, Humboldt CSD, and Humboldt Bay Municipal Water District.

Task A3.5: Consultation and coordination with other service providers and public utilities.

Task A3.6: Identify opportunities for joint projects (e.g., sewer system expansion, drainage improvements).

Task A3.7: Integration with city General Plans and service district Master Service Elements and Capital Improvement Plans.

Consultants will continue to consult and coordinate with service providers, identify opportunities for joint projects, and integrate with city General Plans, Community Plans, Community Service District Master Service Elements, and Capital Improvement Plans. This effort will address: water distribution and treatment facilities; wastewater collection, treatment and disposal facilities; drainage facilities; flood control structures; County roadways; County Sheriff services, including emergency services coordination; and Fire District & Department protection services.

Deliverables

Workbooks will include a section on the potential for coordination between the County and other service providers and public utilities, and will identify opportunities for joint projects and identify integration with city General Plans and service district Master Service Elements and Capital Improvement Plans.

Task A3. (cont.) Sources of Funding

Identify sources of funding for improvements, expansion, retirement, and maintenance of existing and planned future public facilities identified in the above analysis.

Task A3.8. Estimate costs of needed improvements, expansion, and maintenance.

Task A3.9. Identify viable sources of funding, correlated with the pace of improvements.

Deliverables

Workbooks with completed Table 9.

Task A4: Capital Improvement/Public Facilities Technical Report

Consultants will complete a technical report that will serve as the basis for this General Plan Element. The report will summarize the efforts undertaken to develop this information and the results of the earlier tasks. In addition to the completed workbooks, the technical report will include a summary of findings regarding needed infrastructure and consultant opinion of the probable costs for development. This report will describe potential funding mechanisms. The information in the report will serve as a basis for a detailed Impact Fee Assessment.

Deliverable: Capital Improvement/Public Facilities Technical Report

This deliverable will be an electronic version of all the information developed in this and the previous tasks, as well as 30 printed copies of same.

Task A5: Draft Development Policy Options (General Plan Element)

Finally, the Consultant will draft development policy options necessary to determine the location of future facilities and improvements, acceptable levels of service, funding methods and priorities, and the timing of facility and service availability including:

Location, acquisition, development, and management of infrastructure including service standards.

The relationship between the distribution and growth of land uses and the maintenance, improvement and expansion of infrastructure including timing and siting.

Infrastructure maintenance and development goals, priorities and strategies.

Conformance with statutory California General Plan Guidelines.

Coordination mechanisms with the plans and programs of cities, service districts and other entities that provide services.

The relationship between the element and the county's road improvements program and budget.

Connections with economic development programs and potential future redevelopment agency activities.

Preferred financing methods for infrastructure (e.g., general fund, special tax measure, general obligation bond measure, benefit assessment, tax increment financing, impact fees, etc.)

The type of capital improvements to be obtained through development exactions, the relative public/private cost share, and the basis for such exactions.

Deliverable: Draft Capital Improvements/Public Facilities Element

An electronic version of the Draft Capital Improvements/Public Facilities Element based on information developed in this and the previous tasks, as well as 30 printed copies of same.

B. Water Resources Element

The Consultant will prepare this element and supporting technical documents addressing the following areas. The Water Resource Element uses watershed boundaries as functional planning boundaries. Urban Study Areas within defined watershed boundaries will be analyzed in relationship to land uses outside of urbanized areas within the watershed. The analysis of individual watershed planning areas will be synthesized into a cohesive county-wide water resources element addressing the following issues and sub-elements.

Task B1: Water Supply and Demand

This task will outline policies to ensure the availability and timing of reliable water supplies for existing and future needs. Building on the work results described in Section A above, and through the Consultant interviews with local water purveyors, the consultant will assess the following for the urban study areas:

- Inventory of existing water demands, supplies, and providers, as well as established programs for water use efficiency (conservation), recycling, transfers, and conjunctive use of surface and groundwater.
- Analysis of future water demands based on General Plan land use build-out, fair share housing targets (x1, x2, and x3 - Sketch Plans A, B, and C), and projected cumulative demands in the region.
- Assessment of future opportunities for water use efficiency (conservation), recycling of water, water transfers, conjunctive use of groundwater and surface water, additional storage or water development projects, and other potential increases in water entitlements and supply.
- Assessment of any shortfalls in future water demands based on wet, normal, dry, and multiple dry year types and contingency plans for drought conditions.
- Inventory of existing ordinances that implement water management issues (e.g., Model Water Recycling Ordinance).

The consultant will prepare a list of policies to ensure the availability and timing of reliable water supplies for existing and future needs for each urban study area. **The consultant will include policies on the export of water from Humboldt County.**

Task B2: Water Quality

This task will outline policies to comply with state and federal water quality requirements as well as considering specific requirements related to local grading or erosion control ordinances and runoff standards. Water quality requirements will link directly to land use and development practices. The following issues will be considered:

- Sedimentation and related pollutants from land-based activities throughout the watershed, including resource extraction, such as logging or agricultural development, or grading for land development.
- Wastewater treatment and industrial discharges from point sources.
- Urban and rural stormwater runoff and related non-point source pollutants.

Task B3: Wastewater Treatment and Disposal

This task will inventory existing and planned wastewater treatment and disposal facilities (and regulatory requirements) and any policies and requirements for on-site septic or related disposal systems. Projections for wastewater demands will be based on the General Plan land use build-out assumptions and fair share housing targets (x1, x2, and x3), and linked to water supply demand assumptions. Where appropriate, opportunities to utilize treated wastewater (recycled or reclaimed water) for landscape, recreational, industrial, or agricultural uses (so-called non-potable reuse) will be analyzed wherever feasible.

Task B4: Watershed Features and Processes

This task will build on existing watershed mapping efforts which identify and map important hydrologic features, such as wetlands, estuaries, streams, designated wild and scenic rivers, lakes, vernal pools, riparian zones, floodplains, and groundwater recharge areas. Watershed maps and features are detailed in the existing Vol. II of *Natural Resources and Hazards Report*. Using this work as a starting point, the Consultant will develop policies and recommendations to protect water features. These might include: land use designations (or minimum parcel sizes) that protect floodplains, recharge areas, riparian corridors, wetlands, and other ecologically significant lands.

Task B5: Flood Management

This task will build on existing flood hazard analysis contain in the *Natural Resources and Hazards Report* and County GIS flood hazard layer to identify flood hazard areas and establish policies to avoid unreasonable flooding risks. Analysis will include review of the mapping of floodplains and high-risk areas, develop policy recommendations to keep intensive uses out of these areas, and mitigation measures or design requirements to reduce flood risk where improvements are at risk. Local or regional flood management plans and facilities will be incorporated.

Task B6: Stormwater Management

This task will analyze and consider runoff performance standards that result in site planning and design techniques to reduce storm flows, capture runoff water, and allow percolation or filtering before being discharged to channels, streams, or lakes. The consultant will take into consideration current requirements under the EPA's Phase II NPDES storm water management program, California's Management Measures for Polluted Runoff (CAMMPR), the California Coastal Commission's *Nonpoint Source Program Strategy and Implementation Plan (PROSIP)*, the Regional Water Quality Control Board's Watershed Management Initiative and Total Maximum Daily Loads, and the Best Management Practices (BMP's) currently utilized by the industry to identify techniques that will reduce the impacts of stormwater on receiving waters.

Task B7: Water Resources Technical Report

In this task, the consultant will complete the technical report that will serve as the basis for this General Plan element. The consultant will summarize efforts undertaken to develop this information and the results of earlier tasks. The technical report will include a summary of findings regarding watershed and water resource issues and will include recommendations about how best to protect Humboldt County's water resources. The recommendations will be consistent with state and federal policies and will serve as a model for integrating water resources issues into the planning process for other counties.

Deliverable for Task B1 through B7: Water Resources Technical Report

The consultant will provide an electronic version of all the information developed in this and the previous tasks, as well as 30 printed copies of same.

Task B8: Draft Development Policy Options (General Plan Element)

The Consultant will prepare Water Resource related development policy options addressing:

- The development, improvement, timing, and location of community sewer, water, and drainage lines and facilities.

- The effects of rural development and water withdrawals on stream flow and quality.

- The protection, use, and development of water bodies and courses (rivers, lakes, streams, harbors, estuaries, and reservoirs).

- Regional water supply and management.

- Erosion control and sediment reduction policies.

- The siting of large new water users.

- The type and intensity of development in or adjacent to water bodies and courses.

- Setback standards near sensitive water features.

- The protection of watersheds and aquifer recharge areas.

- Water efficiency and recycling policies.

- The protection and restoration of water bodies and watersheds for listed species and commercial fisheries.

- Floodplain management policies.

- Minimum private water supply reserves for emergency fire use.

Deliverable: Draft Water Resources Element

The consultant will provide an electronic version of all the information developed in this and the previous tasks, as well as 30 printed copies of same.

The water resources element will incorporate statewide priorities and planning objectives and should serve as a pilot local planning process that can be used to assist other counties of the North Coast Region in meeting these objectives and integrating them with local planning needs. This planning effort will incorporate the North Coast Integrated Regional Watershed Management (IRWM) program standards and statewide priorities into the county general plan process.