

February 19, 2024

Board of Directors
Auburn Valley Community Services District
PO Box 8138
Auburn California 95604

Dear Board of Directors,

I am pleased to submit this letter proposal to provide the Auburn Valley Community Services District (AVCSD) with General Manager consulting services. The overall scope of work is to attend Board meetings, respond to questions from the Board, and provide analysis and recommendations as needed.

All work will be performed by Steven Palmer, PE. The majority of work will be performed remotely. I will be available to AVCSD contractors and Board members through phone calls, text messages, or email. I will attend the monthly Board meetings virtually or in person, as required to meet the needs of AVCSD. To ensure success for everyone involved, I will be available to AVCSD contractors and Board members at all times and every day of the week. I have been very successful in holding staff meetings, Board committee meetings, and full Board meetings via the online meeting platforms Zoom and Microsoft Teams. These tools will also be used to ensure an adequate amount of communication.

I propose to complete this work for an hourly rate of \$116 per hour. This rate will increase annually based on the Annual Change in the Consumer Price Index for All Urban Consumers in San Francisco-Oakland-Hayward. All regular administrative, travel, and per diem expenses are built into the hourly rate and there will not be any additional charges for these expenses. The only additional charges would be direct cost pass through for third party services such as copying, printing, or scanning services; there will be no markup on those expenses.

It is assumed that the level of effort for this work will average 6 hours per month, for an initial not to exceed amount \$8,352 for twelve months. If work outside of the initial contract scope is identified, an estimate of the additional scope and fee will be prepared and submitted to the Board for approval.

If you have any questions or comments, please call me at (916) 396-4221.

Sincerely



Steven Palmer, PE
Steven Palmer Consulting Inc.