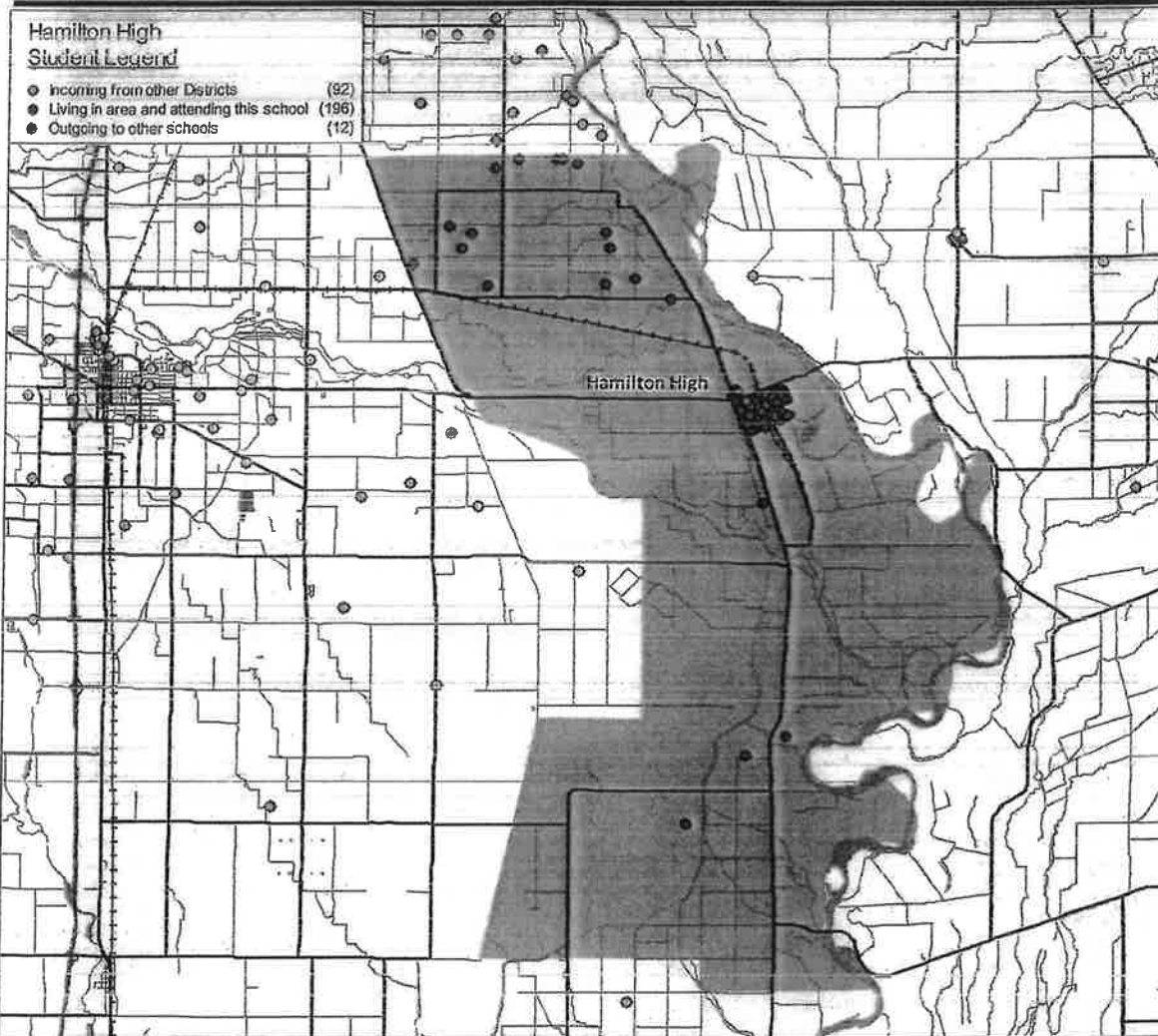


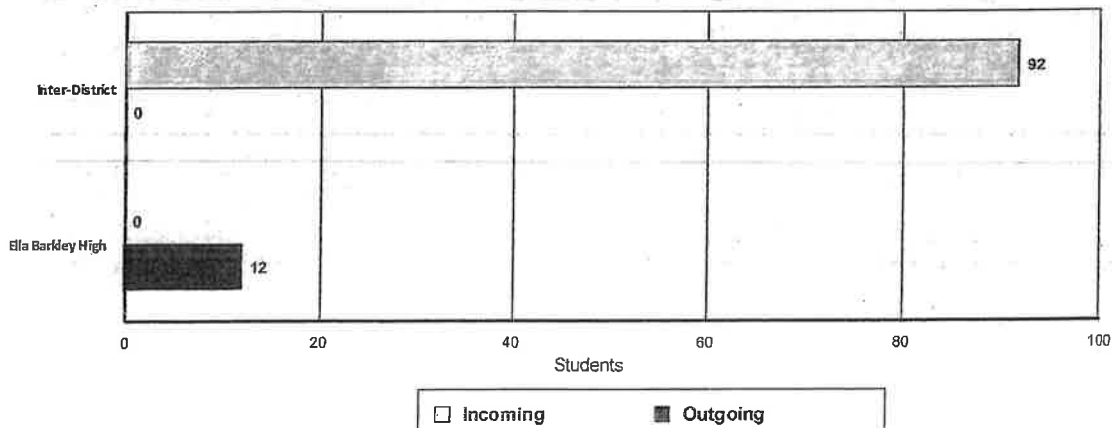
Hamilton Unified School District
Demographic Study
2018/19

Hamilton High
Student Legend

- Incoming from other Districts (92)
- Living in area and attending this school (196)
- Outgoing to other schools (12)

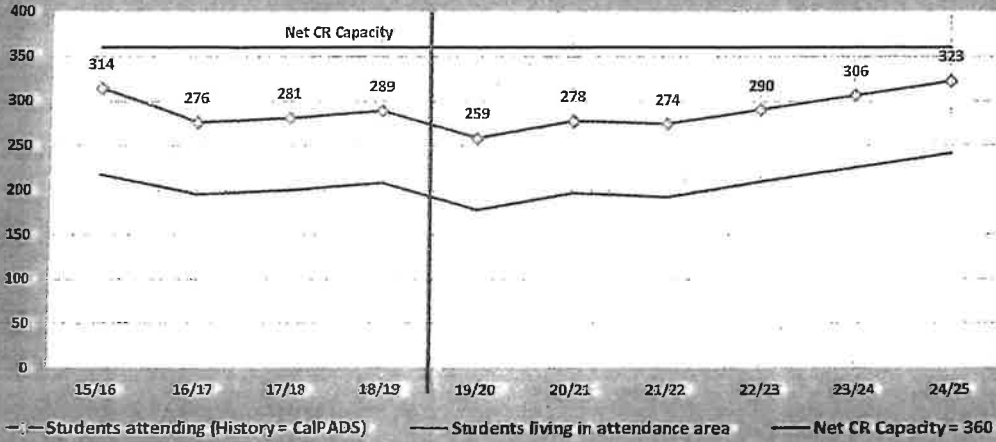


Hamilton High
Transfer Students



Hamilton Unified School District
Demographic Study
2018/19

Capacity & Projected Enrollment
Hamilton High



District Loading Standards
 Traditional School
 All Portables Loaded
 Net Classroom Count = 15
 Grades Served = 9 - 12

Classroom Needs Timeline

Year	Total Students*	Annual Change	Spec. Ed. Students	Net CR Capacity	Unhoused Students	Annual CR Needed	Total CR's Needed	Available Seats	Projected Housing Units
18/19	289	8	0	360	0	0	-3	71	0
19/20	259	-30	0	360	0	0	-4	101	0
20/21	278	19	0	360	0	0	-3	82	0
21/22	274	-4	0	360	0	0	-4	86	50
22/23	290	16	0	360	0	0	-3	70	50
23/24	306	16	0	360	0	0	-2	54	50
24/25	323	17	0	360	0	0	-2	37	100

*Based on Students Attending (Squares on Graph)
 Net Classroom Count = 15

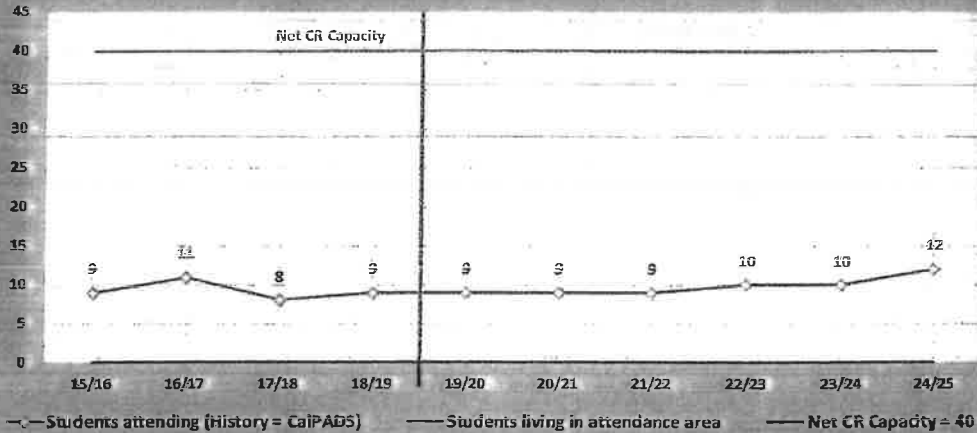
Hamilton High

YEAR:	Students in boundary				Historic Cohorts			Weighted Average	Attendance Factors		Current Enrollment	19/20 Projection	Net Change
	15/16	16/17	17/18	18/19	15 to 16	16 to 17	17 to 18		Intra	Inter			
Grade													
T K	12	9	8	12							0	0	0
K	42	36	38	36	-6	2	-2	0	0.0%	0.0%	0	0	0
1	37	39	32	37	-3	-4	-1	-1	0.0%	0.0%	0	0	0
2	46	34	38	37	-3	-1	5	2	0.0%	0.0%	0	0	0
3	30	50	36	34	4	2	-4	-1	0.0%	0.0%	0	0	0
4	47	29	53	36	-1	3	0	1	0.0%	0.0%	0	0	0
5	33	42	29	49	-5	0	-4	-3	0.0%	0.0%	0	0	0
6	43	34	43	33	1	1	4	3	0.0%	0.0%	0	0	0
7	39	43	29	40	0	-5	-3	-3	0.0%	0.0%	0	0	0
8	28	44	41	28	5	-2	-1	0	0.0%	0.0%	0	0	0
9	67	31	52	51	3	8	10	8	0.0%	51.0%	77	62	-15
10	50	68	28	55	1	-3	3	1	-1.8%	43.6%	78	75	-3
11	48	47	69	31	-8	1	3	1	-12.9%	67.7%	48	73	25
12	57	49	51	71	6	4	2	3	-8.5%	29.6%	86	49	-37
Totals	574	555	547	550	-0.1	0.5	0.9	0.8	-5.8%	48.0%	289	259	-30

DRAFT



Capacity & Projected Enrollment
Ella Barkley High



District Loading Standards
Traditional School
All Portables Loaded
Net Classroom Count = 2
Grades Served = 9 - 12

Classroom Needs Timeline

Year	Total Students*	Annual Change	Spec. Ed. Students	Net CR Capacity	Unhoused Students	Annual CR Needed	Total CR's Needed	Available Seats	Projected Housing Units
18/19	9	1	0	40	0	0	-2	31	0
19/20	9	0	0	40	0	0	-2	31	0
20/21	9	0	0	40	0	0	2	31	0
21/22	9	0	0	40	0	0	-2	31	50
22/23	10	1	0	40	0	0	-1	30	50
23/24	10	0	0	40	0	0	-1	30	50
24/25	12	2	0	40	0	0	-1	28	100

* Based on Students Attending (Squares on Graph)
Net Classroom Count = 2

Ella Barkley High

YEAR:	Students in boundary				Historic Cohorts			Weighted Average	Attendance Factors		Current Enrollment	19/20 Projection	Net Change
	15/16	16/17	17/18	18/19	15 to 16	16 to 17	17 to 18		Intra	Inter			
Grade TK	12	9	8	12							0	0	0
K	42	36	38	36	-6	2	-2	0	0.0%	0.0%	0	0	0
1	37	39	32	37	-3	-4	-1	-1	0.0%	0.0%	0	0	0
2	46	34	38	37	-3	-1	5	2	0.0%	0.0%	0	0	0
3	30	50	36	34	4	2	-4	-1	0.0%	0.0%	0	0	0
4	47	29	53	36	-1	3	0	1	0.0%	0.0%	0	0	0
5	33	42	29	49	-5	0	-4	-3	0.0%	0.0%	0	0	0
6	43	34	43	33	1	1	4	3	0.0%	0.0%	0	0	0
7	39	43	29	40	0	-5	-3	-3	0.0%	0.0%	0	0	0
8	28	44	41	28	5	-2	-1	0	0.0%	0.0%	0	0	0
9	67	31	52	51	3	8	10	8	0.0%	0.0%	0	0	0
10	50	68	28	55	1	-3	3	1	0.0%	3.6%	2	2	0
11	43	47	69	31	-3	1	3	1	-6.5%	16.1%	3	5	2
12	57	49	51	71	6	4	2	3	-7.0%	12.7%	4	2	-2
Totals	574	555	547	550	-0.1	0.5	0.9	0.8	-4.5%	10.8%	9	9	0

DRAFT



Student Attendance Matrix

ATTENDANCE MATRIX					
		SCHOOL OF ATTENDANCE			Total Residing
		Hamilton Elem	Hamilton High	Ella Barkley High	
R E S I D E N C E	SCHOOL: AREA				
	Inter-District	74	92	4	170
	Hamilton Elem	342	0	0	342
	Hamilton High	0	196	12	208
	Correction Factor*	-1	1	-7	-7
Total Attending		415	289	9	713
Intra-Ins		0	0	12	12
Inter-Ins		74	92	4	170
Total In-Flow		74	92	16	182
Intra-Outs		0	12	0	12
Net Transfers		74	80	16	170
% In-Flow Students		17.8%	31.8%		25.5%
% Out-Flow Students		0.0%	5.8%		1.7%

* The correction factor represents the difference between the student data download counts and the actual CalPADS counts.

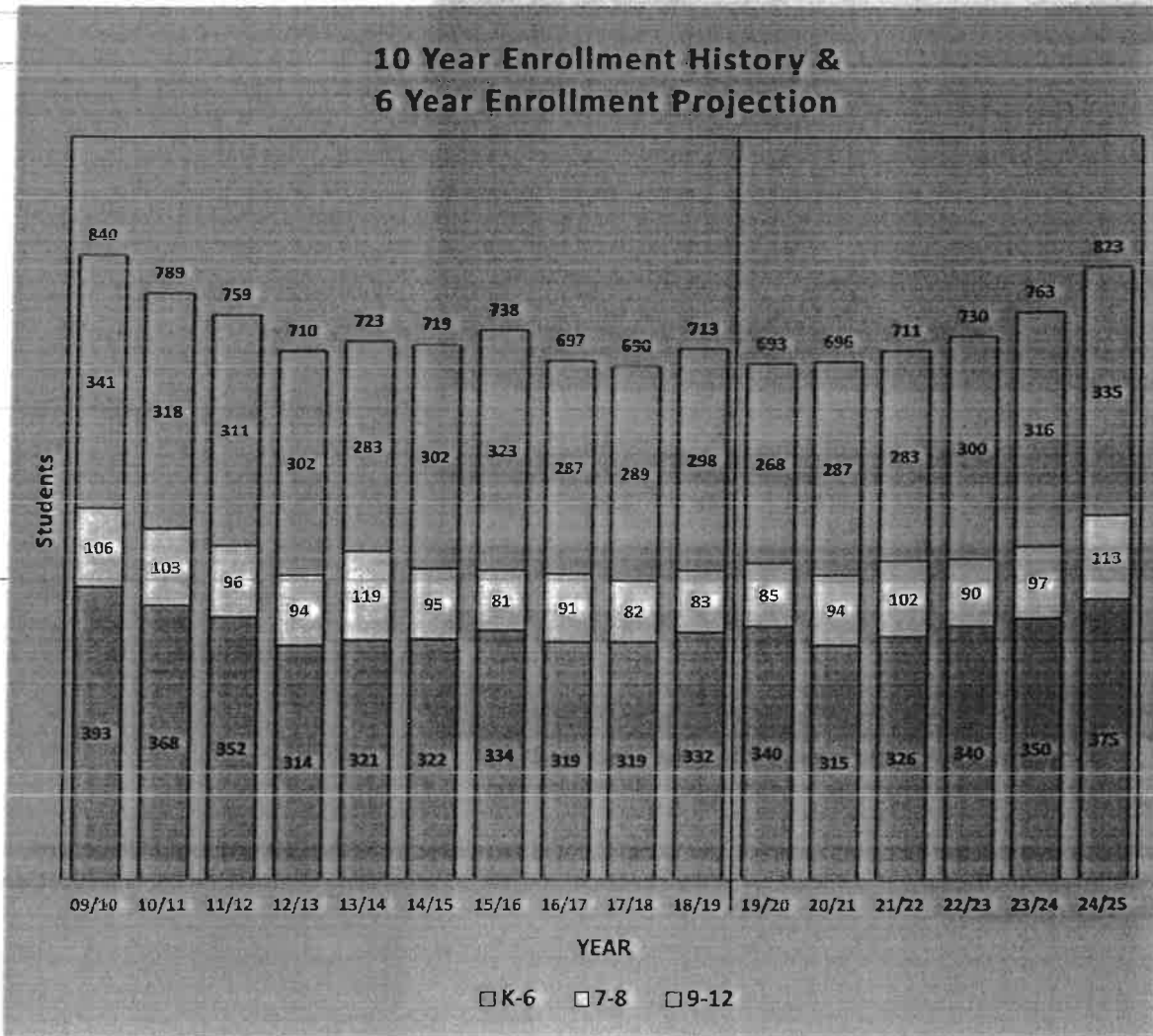
This chart summarizes the transfers in and out of each school as were seen by the yellow dots and blue dots on the school attendance maps. In addition, the data has been analyzed to determine the total in-flow and out-flow rates for each school.

DRAFT



District Projections

This graph shows a summary of the projections for the entire District. It shows the current enrollment for 2018/19, the historic enrollment for the past nine (9) years, and the projected enrollment for the next six (6) years. The end result is a total of 5,488 students in the District in 2024/25.



DRAFT



Hamilton Unified School District
Demographic Study
2018/19

One Year Enrollment Projection Summary

Hamilton Unified School District															
Enrollment Projections															
YEAR 19/20, 1 Year Proj.															
School	TK	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Hamilton Elem	16	50	39	41	49	41	44	60	38	47	0	0	0	0	425
Hamilton High	0	0	0	0	0	0	0	0	0	0	62	75	73	49	259
Ella Barkley High	0	0	0	0	0	0	0	0	0	0	2	5	2	9	
Totals	16	50	39	41	49	41	44	60	38	47	62	77	78	51	693
Current CalPADS	15	47	41	39	47	42	60	41	48	35	77	80	51	90	713
Net Change	1	3	-2	2	2	-1	-16	19	-10	12	-15	-3	27	-39	-20
Cohort Change			-8	0	10	-6	2	0	-3	-1	27	0	-2	0	

The projection for next year (2019/20) shows a decrease of 20 students. The largest declines will be seen at grades 5 and 12. The largest increases are at grades 6 and 11.

These projections assume the transfers between schools remain consistent. If changes in facilities, schedules, programs or policies are made, then the patterns may be impacted.

Enrollment Projection Summary by Grade

Hamilton Unified School District										
Enrollment Projection Summary by Grade										
Grade	Historic Enrollment			Current Enrollment	Projected Enrollment					
	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
TK	12	9	8	15	16	13	13	14	14	14
K	48	43	45	47	50	40	40	43	46	51
1	43	47	37	41	39	42	35	35	38	43
2	56	43	47	39	41	39	45	38	38	43
3	36	54	41	47	49	51	51	57	50	53
4	51	35	58	42	41	43	48	48	54	49
5	38	51	36	60	44	43	49	54	54	63
6	50	37	47	41	60	44	45	51	56	59
7	46	46	37	48	38	57	44	45	51	59
8	35	45	45	35	47	37	58	45	46	54
9	89	54	78	77	62	74	67	88	75	80
10	81	91	50	80	77	61	77	70	91	82
11	66	79	91	51	78	75	61	77	70	95
12	87	63	70	90	51	77	78	65	80	78
Total K-6	334	319	319	332	340	315	326	340	350	375
Total 7-8	81	91	82	83	85	94	102	90	97	113
Total 9-12	323	287	289	298	268	287	283	300	316	335
District Totals	738	697	690	713	693	696	711	730	763	823



Hamilton Unified School District
Demographic Study
2018/19

Enrollment Projection Summary by School

Hamilton Unified School District Enrollment Projection Summary by School							
School	Current Enrollment						
	18/19	19/20	20/21	21/22	22/23	23/24	24/25
Hamilton Elem	415	425	409	428	430	447	488
Elementary Totals	415	425	409	428	430	447	488
Hamilton High	289	259	278	274	290	306	323
High Totals	289	259	278	274	290	306	323
Ella Barkley High	9	9	9	9	10	10	12
Other Totals	9	9	9	9	10	10	12
District Totals	713	693	696	711	730	763	823
Annual Change		-20	3	15	19	33	60

School Facility Utilization

The following chart shows the current and projected utilization rates for each school. It has been color coded with blue representing schools with a utilization rate of under 70%, yellow representing a utilization rate of at least 70% but under 80% and red for the schools that have over 100% utilization.

School Facility Utilization

School	Classrooms	Net CR Capacity	2018/19	2024/25	2018/19	2024/25
			Current Enrollment	Projected Enrollment	Current Utilization	Projected Utilization
Elementary Schools						
Hamilton Elem	21	544	415	488	76.3%	89.7%
Sub-Totals	21	544	415	488	76.3%	89.7%
High Schools						
Hamilton High	15	360	289	323	80.3%	89.7%
Sub-Totals	15	360	289	323	80.3%	89.7%
Other Schools						
Ella Barkley High	2	40	9	12		
Sub-Totals	2	40	9	12		
District Totals	38	944	713	823	75.5%	87.2%

DRAFT



BOARD AGENDA ITEM – Approval of CEQA Study Contract

As a part of the School Site Permitting process required by the California Department of Education for the expansion of Hamilton High School, an environmental study mandated by the California Environmental Quality Act (CEQA) must be completed. The District therefore defined the proposed scope of the future project(s) for CEQA study purposes as follows:

- Phase 1: Within the next two to five years, construct a new 20,000SF gymnasium, 90 space parking lot and playfields on the 40 acre site (see Attachment); and
- Phase 2: As needed, within six to ten years, construct up to sixteen new classrooms with associated administrative space, bathrooms and storage.

The District solicited proposals from several environmental consulting firms; two (PlaceWorks Inc. and Hauge Brueck Associates) submitted proposals. Both firms have significant experience in completing environmental studies for private and public entities throughout Northern California, and are highly qualified for this project. Both firms are proposing completing reports which will lead to full CEQA clearance for both phases of the Project. Particular attention would be given to technical analyses of traffic, air quality, noise hydrology and water quality. Both proposed reports would provide documented environmental support to prove environmental compliance should the District apply for State School Bond funding.

PlaceWorks proposes completing an Initial Study leading to a Mitigated Negative Declaration within a six to eight month timeline from study initiation. Their cost proposal totals \$56,327.00

Hauge Brueck & Associates proposes to complete a focused EIR, due to the significant and unavoidable impacts associated with the floodplain, the existing Williamson Act contract on the site and the contract requirements for future land use on the site to be consistent with agriculture and agricultural zoning. The focused EIR process will add public scoping, comment responses, additional technical studies, and a more robust public hearing process. A timeline was not included within the proposal, but likely would be twelve to eighteen months in length. The proposed cost would be \$79,000.00.

District staff recommend the approval of a contract for an Initial Study leading to a Mitigated Negative Declaration for the Project with PlaceWorks, Inc.

WORK SCOPE

This chapter describes the scope of services to be completed by the PlaceWorks team for the Hamilton High School Site Expansion CEQA. To facilitate your review of this proposal, we have prepared a concise scope that emphasizes key components of our approach to this project.

A summary of the work program is presented in Table 1.

TABLE 1 WORK PROGRAM SUMMARY	
Task 1: Project Initiation & Project Management	
1.1 Kick-off Meeting	• 1.3 Project Management
1.2 Project Description	
Task 2: Initial Study	
2.1 Agricultural and Forestry Resources	2.8 Hydrology and Water Quality
2.2 Aesthetics	2.9 Land Use and Planning
2.3 Air Quality, Community Risks and GHG Emissions	2.10 Noise and Vibration
2.4 Biological Resources	2.11 Public Services and Utilities
2.5 Cultural Resources	2.12 Traffic Analysis
2.6 Geology, Soils and Seismicity	2.13 Mitigation Monitoring and Reporting Program
2.7 Hazards and Hazardous Materials	
Task 3: Mitigated Negative Declaration	
• •	
Task 4: Notice of Intent	
• •	
Task 5: Public Review and Response to Comments	
• •	
Task 6: Adoption	
• 6.1 Findings & Resolutions	• 6.2 Approval & Notice of Determination

Task 1. Project Initiation and Project Management

This task is structured to build a framework for coordination among team members. Close communication and efficient information sharing will facilitate preparation of a thorough, legally defensible environmental review document on an optimized timeline.

Steve Noack will serve as the Principal-in-Charge and Greg Goodfellow will serve as the Project Manager. Greg Goodfellow will be the day-to-day contact and will oversee the budget, schedule and team coordination throughout the duration of our work.

1.1 Kick-off Meeting

Steve Noack, Principal-in-Charge, and Greg Goodfellow, Project Manager, will attend a kick-off meeting with EFPM/District staff to discuss expectations and concerns and to review key issues, information needs, work products, the cumulative impact analysis, potential alternatives to evaluate in the EIR, and the delivery schedule. PlaceWorks will also present opportunities to streamline the CEQA process.

1.2 Project Description

PlaceWorks will prepare a detailed Project Description for the Initial Study, incorporating graphics and textual information provided by the EFPM/District. The Project Description will include information on the planned phasing of construction, and modernization, including project features designed to avoid or offset potential environmental impacts. Within two weeks of contract approval, PlaceWorks will submit one electronic copy of the Project Description to EFPM/District staff for review and comment. Upon approval by EFPM/District staff, the Project Description will be used by the PlaceWorks team for reference.

Deliverable:

- Draft Project Description (MS Word and PDF)

1.3 Project Management

PlaceWorks will coordinate with EFPM/District staff throughout the project and will manage the scope, cost, and schedule to ensure that CEQA review is completed efficiently and in accordance with the agreement. PlaceWorks will keep in contact with EFPM throughout the length of the contract to ensure the District can expect project deliverables in a timely manner.

Task 2. Initial Study

Using the District-approved Project Description, PlaceWorks will prepare an Initial Study (IS) that documents existing conditions, project impacts (if any), and mitigation measures (if required), as well as the resulting level of significance for potential impacts under each of the topical areas required under CEQA. The IS will be prepared using the standards in the revised Appendix G, Environmental Checklist, of the CEQA Guidelines as amended per Assembly Bill 52 (Tribal Cultural Resources) and the California Supreme Court in a December 2015 opinion [*California Building Industry Association (CBIA) v. Bay Area Air Quality Management District (BAAQMD)*, 62 Cal. 4th 369 (No. S 213478)] to address environmental impacts related to the proposed project.

CEQA permits the exclusion of environmental issues on which it can be ascertained with certainty that the project would have no significant negative impact. Accordingly, the IS will only briefly address those issue areas that would not be impacted by the proposed project or where it can be demonstrated that regulatory standards and standard conditions of approval will address the checklist significance criteria. It is expected that the following environmental resources will be briefly addressed and dismissed from detailed analysis:

- Mineral Resources
- Population/Housing
- Recreation

2.1 Agricultural and Forestry Resources

PlaceWorks will address the threshold questions addressing agricultural lands, and evaluate potential impacts associated with developing on lands previously used for agricultural purposes.

2.2 Aesthetics

PlaceWorks will use its expertise in urban design and visual assessment, and its familiarity with the surrounding visual resources, to analyze potential aesthetic impacts associated with the project. The analysis will focus on the visual compatibility of the proposed project with surrounding residential land uses.

2.3 Air Quality, Community Risks, and Greenhouse Gas Emissions

PlaceWorks will prepare an air quality and greenhouse gas (GHG) emissions analysis to evaluate impacts of the proposed project. Currently, the Glenn County Air Pollution Control District (GCAPCD) has not established its own set of CEQA air quality thresholds. Based on correspondence with GCAPCD staff, the analyses will be prepared in accordance with the Shasta County Air Quality Management District's (SCAQMD) CEQA "Protocol for Review".¹ Emission modeling will use the latest version of the California Estimator Emissions Model (CalEEMod). The analysis will be included as an appendix to the IS/MND.

Criteria Air Pollutants and GHG Emissions – Construction Phase: The proposed project involves the construction of a new 20,000 square-foot (SF) gymnasium, new playfields, and a new parking lot (Phase 1). In addition, the project also considers the future addition of classroom buildings (Phase 2). PlaceWorks will provide an estimate of the increase in short-term criteria air pollutant emissions from construction of new school facilities for up to two construction phases. The construction phase regional emissions inventory will be based on the construction schedule for the project, construction duration, demolition debris and soil haul volumes (if applicable), and anticipated construction equipment for each construction subphase, as provided by the District. Where information is unavailable, PlaceWorks will use CalEEMod defaults, as appropriate, and work with District to develop the construction assumptions. Project-related construction criteria air pollutant emissions will be compared to the SCAQMD significance thresholds. The estimated construction emissions will be evaluated to SCAQMD's applicable significance thresholds and mitigation measures will be identified, if necessary, to reduce impacts. A construction health risk assessment is not proposed; it is assumed that based on the regional analysis, construction-related risk can be described qualitatively.

Criteria Air Pollutants and GHG Emissions – Operation Phase: PlaceWorks will provide a quantified estimate of the increase in long-term emissions from buildout of the proposed project at full buildout. The emissions estimates will be based on the net increase project-related trip generation from an increase in students, area sources (i.e., architectural coatings and consumer products), energy sources (i.e., natural gas consumption, electricity use), water use and wastewater generation, and solid waste disposal. Total emissions from construction activities will be amortized into the GHG emissions inventory. The project's operational phase emissions will be compared to SCAQMD significance thresholds for criteria air pollutants and the GHG thresholds identified by the California Air Pollution Control Officer's Association (CAPCOA) in the 2008 CEQA and Climate Change whitepaper.³ Mitigation measures to reduce potential impacts will be identified, as necessary.

Air Quality Management Plan Consistency, CO Hotspots: The Sacramento Valley Area Air Basin is in nonattainment for particulate matter. Consistency with Northern Sacramento Valley Air Basin's Air Quality Attainment Plan to attain the federal and state ambient air quality standards will also be evaluated. Based in the preliminary information available, it is anticipated that the proposed project would not generate enough traffic at any one intersection to generate a CO hotspot. Thus, analysis of potential CO hotspot impacts will be described qualitatively. Proposed land uses are not likely to generate substantial odors; therefore, this would also be handled qualitatively.

¹ Glenn County Air Pollution Control District (GCAPCD), 2019. Phone conversation between Ian Ledbetter, Environmental Program Manager, GCAPCD and Steve Bush, PE, Senior Engineer, PlaceWorks on February 1, 2019.

² Shasta County Air Quality Management District (SCAQMD), 2003. Protocol for Review, Land Use Permitting Activities, Procedures for Implementing the California Environmental Quality Act.

³ CAPCOA identified a market-capture approach for establishing a bright-line GHG threshold set at capturing 90 percent of projects and GHG emissions.

Project Consistency with Plans Adopted to Reduce GHG Emissions: The GHG analysis will include a consistency evaluation with applicable goals and policies of the California Air Resources Board's (CARB) 2017 Scoping Plan.

2.4 Biological Resources

Environmental Collaborative will conduct the assessment directly under contract to PlaceWorks. The assessment will entail: 1) initial review of existing information on resources occurring in the site vicinity; 2) a field reconnaissance survey of the site; and 3) preparation of the biological assessment for the IS/MND. The following provides an outline for the scope of the BRA.

- Collect and review existing information on biotic resources in the site vicinity. Information sources will include: records on occurrences of special-status taxa and sensitive natural communities maintained by the California Natural Diversity Data Base of the CDFW; information on sensitive or special-status taxa available from the CDFW and USFWS; and wetlands mapping prepared as part of the National Wetland Inventory; among other information sources.
- Conduct a field reconnaissance of the site. The field effort will be limited to a half-day reconnaissance, which should be sufficient to determine existing conditions and potential for any sensitive resources. Existing conditions will be determined as part of the reconnaissance. Although considered remote, the need for any additional field investigation would be recommended following the field reconnaissance in the remote instance that seasonal wetland indicators or other sensitive resources are encountered.
- Prepare the biological assessment for the IS/MND. The BRA will summarize vegetation types, wildlife habitats, and potential for occurrence of special-status species and jurisdictional waters. A map of CNDDDB occurrences of special-status species and designated critical habitat in the surrounding area will be prepared by PlaceWorks GIS staff, together with a map of any sensitive resources encountered on the site. An assessment of potential impacts on biological resources will be prepared, including impacts on special-status species such as Swainson's hawk. Mitigation measures will be recommended as necessary to address any significant impacts of development. However, this scope does not include preparation of any detailed compensatory mitigation plans, habitat conservation plan, or other plans if sensitive resources cannot be avoided or that may be required as part of resource agency review and authorization.
- Respond to comments on the administrative section. A total of 2 hours is budgeted to respond to comments. If additional detailed assessment or additional time is necessary to adequately respond to comments, this scope may be expanded.

2.5 Cultural Resources

Tom Origer & Associates (TOA) will prepare the Cultural Resources and Tribal Cultural Resources sections of the Initial Study consistent with CEQA Guidelines. The cultural resource analysis will address each of the significance criteria in the CEQA Appendix G, Environmental Checklist Form as well as the AB 52 amendments to the CEQA Guidelines. TOA will summarize AB 52 consultation as completed by the District, and address any impacts identified as a result. TOA will complete the following tasks:

- Conduct archival research at the Northeast Information Center, and at TOA's office.
- Contact the Native American Heritage Commission and local Native American tribes and individuals. The notification does not constitute formal consultation.
- Conduct a field study of the project area, and prepare preliminary documentation on DPR 523 FORMS, if cultural resources are found.
- Prepare a report of findings, and a summary of the previous tasks. The report will include recommendations for treatment of cultural resources.

2.6 Geology, Soils, and Seismicity

PlaceWorks will provide an overview of current geologic/soil conditions at the project site. The section will describe the existing regulatory framework, relevant standards of significance, potential impacts, and where appropriate, mitigation measures. A variety of data sources will be employed, including geologic and soil maps, investigations, and studies published by the California Geological Survey; the U.S. Geological Survey; and the U.S. Department of Agriculture's Natural Resources Conservation Service. The section will provide an evaluation of the potential for the proposed project to result in significant direct and/or indirect environmental impacts related to geology, soils and seismicity, such as seismic-related ground shaking, ground failure, liquefaction, or landslides.

2.7 Hazards and Hazardous Materials

PlaceWorks will prepare the Hazards and Hazardous Materials section of the Initial Study to address the environmental hazards associated construction and operation of the project and recommendations for remediation measures, as appropriate.

2.8 Hydrology and Water Quality

The hydrology and water quality section of the IS/MND will identify and evaluate issues relating to surface and groundwater hydrology, site drainage, storm water pollution prevention during construction and operation, and best management practices (BMPs). The section will be prepared in accordance with Glenn County's Development Standards and Development Permits as specified in County Code Title 15 Division 4 and Division 2 respectively. The requirements of the Central Valley Region general permit for discharges from municipal separate storm sewer systems, which implements the NPDES requirements, will also be taken into account along with other Federal, State, local and regional programs and regulations that are applicable to the project.

The section will also include the hydrologic setting, regional and local drainage conditions, and issues pertaining to flooding and creek restoration and protection. The section will conclude with a discussion of the potential water impacts attributable to the proposed project, based on applicable significance criteria. The section will be prepared under the direction of a Registered Engineer in the State of California.

2.9 Land Use and Planning

The existing "character" of the project site and existing onsite and surrounding land use and zoning designations will be described. The general consistency of the project with applicable plans will be described, although a detailed policy analysis is not proposed. The Initial Study will focus on whether the project will divide an existing community or would be inconsistent with policies adopted for the purposes of avoiding or reducing significant environmental impacts, as required by CEQA.

2.10 Noise and Vibration Analysis

PlaceWorks will evaluate potential noise and vibration impacts for the construction and operational phases of the proposed school improvements, including football stadium PA system. The impact assessment document will discuss relevant criteria for noise exposure based on applicable federal, state, and local standards and ordinances; including those in the Municipal Code and General Plan Noise Element.

Residential uses are located to the south of the site. The dominant noise source in the project area is local traffic noise. Typical residential and noises associated with the high school also add to the existing environment in the project vicinity. PlaceWorks proposes to assess existing conditions and identify the nearest sensitive receptors and other environmental

characteristics, based on a site visit and noise monitoring survey consisting of up to two long-term (24+ hour) locations and up to three short-term (15 minute) locations.

Long-term operational noise impacts will be primarily related to project-generated traffic increases and on-site sports and recreational activities. Thus, the traffic forecasts included in the project's traffic study will be used to conduct a traffic noise impact assessment relative to project-related vehicle operations. Sports and recreational activities associated with the proposed project will be assessed using noise studies of similar uses and SoundPLAN computer modeling.

Project-related construction noise will temporarily elevate the ambient noise environment, above existing conditions. An assessment of temporary noise and vibration impacts during site preparation and project construction activities will be conducted using industry-standard analysis techniques and using scheduling, equipment mix, hauling, and truck trip information (as provided by the applicant). Vibration impacts will be assessed per criteria included in the FTA's guideline document on noise and vibration impact assessment.

The findings of the technical analyses and impact assessment will be provided in a noise and vibration section of the IS/MND, along with mitigation measures to reduce any potentially significant noise and vibration impacts.

Data Needs:

Project Description:

- Number of expected event attendees/bleacher capacity;
- Proposed time and day of events;
- Total number of events annually;
- Confirm no fireworks proposed.

Sound Analysis:

- Site plans showing field, bleachers, speaker location;
- Number of speakers, speaker location, height, and orientation;
- Speaker manufacture specifications, if available, which would show:
 - Sound power level or other sound level rating

2.11 Public Services and Utilities

PlaceWorks staff will contact fire and police service providers, and evaluate potential impacts. The analysis will focus on issues associated with the increased needs for service, such as emergency access, security, police patrol, etc. Applicable agencies will be contacted to determine the project's impacts to the existing sewer, water, stormwater, and solid waste systems.

2.12 Traffic Analysis

PlaceWorks will evaluate the transportation impacts of the proposed project against the IS checklist questions. An initial review of the project indicates that the number of trips will be relatively small; therefore, we propose not to conduct traffic counts, nor model intersection levels of service operations. PlaceWorks will address potential impacts to local streets based on estimated peak-hour trips. We will also review the on-site circulation plan and the functioning of the access driveways. PlaceWorks will also estimate the project's daily traffic volumes to provide necessary data for the noise and air quality/GHG analyses. PlaceWorks will document the results of the traffic analysis in the traffic/transportation section of the IS.

In the event that the analysis indicates the need for a more detailed analysis, including intersection levels of service operations, PlaceWorks will work with EFPM/District staff to develop a separate scope of work, with a contract amendment.

2.13 Mitigation Monitoring or Reporting Program

Concurrent with the preparation of the Draft IS/MND, we will prepare a Mitigation Monitoring or Reporting Program (MMRP) for the mitigation measures included in the IS/MND pursuant to the District's policies and procedures. The MMRP, shown in tabular form, will identify responsibility for implementing and monitoring each mitigation measure, along with monitoring triggers and reporting frequencies.

Deliverables:

- One (1) electronic copy of the Administrative Draft IS/MND and MMRP in Word and PDF format
- One (1) electronic copy of the Screencheck Draft IS/MND and MMRP in Word and PDF format
- Seven (7) hard copies with the technical appendices on compact disc (CD) attached, and one (1) electronic copy of the IS/MND, and MMRP in Word and PDF Format.

Task 3. Mitigated Negative Declaration

If it is determined that potential impacts from construction or operation of the project can be avoided through changes to the project, or mitigated to less-than-significant levels in accordance with CEQA Guidelines Section 15070, a Mitigated Negative Declaration (MND) will be prepared.

In the event that the IS determines the project would result in one (1) or more significant impacts that cannot be mitigated to a less-than-significant level, an Environmental Impact Report (EIR) would be required under CEQA. A separate scope of work would be prepared to prepare the EIR.

Task 4. Notice of Intent

PlaceWorks will draft a Notice of Intent (NOI) of an MND pursuant to CEQA Section 15072. PlaceWorks will work together with the District to prepare a master distribution list. PlaceWorks staff will be responsible for circulation to the State Clearinghouse, and mailings to local, regional and State agencies. The District will be responsible for local posting and noticing.

Deliverables:

- One (1) electronic copy of the NOI, IS/MND, and MMRP in Word and PDF Format

Task 5. Public Review and Response to Comments

Following the close of the public review period, PlaceWorks will respond to substantive comments received on the IS/MND in a memorandum form. This scope of work includes 10 hours of staff time to respond to comments in an Administrative Draft Response to Comments Memorandum. If an unforeseen amount of time is required to address comments received on the IS/MND, a contract amendment will be required.

We will prepare an Administrative Draft Response to Comments Memorandum for review by the District. Based on the District comments, we will complete revisions and deliver a Final Response to Comments Memorandum.

Deliverables:

- One (1) electronic copy of the Administrative Draft Response to Comments Memorandum in Word and PDF format
- One (1) electronic copy of the Final Response to Comments Memorandum in Word and PDF format

Task 6. Adoption

6.1 Findings and Resolutions

The PlaceWorks team will prepare the findings and resolutions on the IS/MND. The PlaceWorks team will prepare draft and final documents, pending District staff review and comment. As directed by District staff, the PlaceWorks team will prepare findings and resolutions to allow for certification of the IS/MND. The resolutions will summarize significant impacts, present mitigation measures required to reduce impacts to less-than significant levels, and permit adoption of the MMRP. PlaceWorks will provide an electronic copy of the findings and statements for District review.

Deliverables:

- Draft and final findings.

6.2 Approval and Notice of Determination

Steve Noack of PlaceWorks will attend one (1) public hearing on the approval of the proposed project and IS/MND.

Within five days of approval of the project, PlaceWorks will prepare a Notice of Determination (NOD) for submittal to the County Clerk. The District will be responsible for submitting the NOD to the County Clerk and paying all applicable filing fees at the time of posting. The budget does not include payment of any filing fees.

Deliverables:

- One (1) electronic copy of the Notice of Determination (NOD) in Word and PDF format
- One (1) electronic copy of the Final IS/MND in Word and PDF format

SCHEDULE, PRODUCTS & MEETINGS

SCHEDULE

As shown on Figure 1, Schedule, we anticipate that the IS/MND option can be completed and approved within a 6-month period, however, achieving the schedule is dependent on receiving a “stable project description” that is not changed substantially, during the course of the environmental analysis. PlaceWorks has a strong track record in meeting project schedules and coordinating closely with its clients. Over years of managing projects similar to the proposed project, we have developed a variety of tools and tactics to keep projects on schedule and ensure that staff is well informed at all times. We will maintain an up-to-date schedule throughout the project, to ensure that all team members are aware of upcoming meetings and product due dates

4.1 PRODUCTS

The following products will be submitted to the District in fulfillment of our proposed scope of work:

- Data Needs Memorandum
- Administrative Draft and Final Project Description
- Administrative, Screencheck Draft and Final NOI, IS/MND, and MMRP, including 7 hard copies of the IS/MND, and 15 copies of the NOI with attachments
- Administrative and Final Response to Comments Memorandum
- Administrative and Final Findings
- Administrative Draft and Final Notice of Determination

4.2 MEETINGS

PlaceWorks will attend the following meetings in fulfillment of our proposed scope of work:

- Steve Noack and Greg Goodfellow will attend one (1) kick-off meeting
- Steve Noack and Greg Goodfellow will participate in up to four (4) regularly scheduled Status Meetings.
- Steve Noack will attend one (1) District hearing on the approval of the IS/MND

5. *Cost Estimate*

As shown in Table 2, the estimated cost to complete the IS/MND is \$56,327. The billing rates for each team member are included in Table 2. PlaceWorks bills for its work on a time-and-materials basis with monthly invoices.

**Hamilton Unified
School District**

Focused EIR

**HAUGE BRUECK
ASSOCIATES**

PROPOSAL CONTENTS

Section	Page
1 UNDERSTANDING OF THE PROJECT	1
2 HAUGE BRUECK ASSOCIATES	2
3 SCOPE OF WORK	6
4 BUDGET	11
5 HBA RESUMES	15
6 RECENT PROJECTS	28

1 UNDERSTANDING OF THE PROJECT

The Hamilton Unified School District requires environmental documentation of the purchase and use of approximately 45.8 acres of land (Project) adjacent to Hamilton High School in compliance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines. The District requires the completion of the environmental documentation to allow construction of the Project to proceed. A site plan will be developed for the property with phased development. Phase I will consist of utility infrastructure development, playing fields, a 20,000 square foot gymnasium, and 90 parking spaces. Phase II will likely include up to 16 classrooms/teaching stations and support facilities such as bathrooms, storage, maintenance, etc. This phase will expand high school classroom facilities on to the newly acquired property, and convert some of the existing high school facilities into a middle school. The District will be the CEQA Lead Agency and will be adopting a resolution indicating the District is not subject to County land use or zoning limitations per state regulations.

Potential environmental issues include:

- Hydrology
- Hazards;
- Agriculture; and
- Traffic.

The District prefers to process the environmental documentation as a mitigated negative declaration of environmental impact (MND); however, a focused EIR may be preferable and/or necessary due to the significant and unavoidable impacts associated with the floodplain, the existing Williamson Act contract on the site and the contract requirements for future land use on the site to be consistent with agriculture and agricultural zoning. The focused EIR process will add public scoping, comment responses, technical studies, and a slightly more robust public hearing process. A focused EIR: will allow the District to rely on or tier from the documentation for future projects in the project area; provides documented environmental support should future projects qualify in size under a Class 14 CEQA categorical exemption; and can be used to prove environmental compliance should the District apply for state funding.

It is the responsibility of HBA, working under the direction of the District, to coordinate the environmental review process, prepare the required environmental documents, and adhere to the schedule agreed upon in writing by the District and HBA.

2 HAUGE BRUECK ASSOCIATES

HBA is a multidisciplinary planning and environmental firm that provides services related to planning, environmental impact assessment, and permitting through its staff and project-specific subcontractor teams. HBA is a limited liability company formed in 2006, and at present, includes three full time associates and several part-time/casual hourly employees. Prior to forming HBA, Anders Hauge and Rob Brueck developed the California/Nevada environmental practice for the Parsons Corporation, opening the Sacramento, CA office in 1989 and managing the office through our amicable departure from the corporation in 2006. Work for the District would be conducted from our Sacramento office located at 2233 Watt Avenue, Suite 300 (T: (916) 283-5800 / F: (916) 273-4054) and our Lake Tahoe office located at 901 Merced Avenue, South Lake Tahoe, CA 96150.

HBA's manager and key point of contact for the proposed work, Anders Hauge, has 45 years of experience working with public agencies to develop and implement management policies that meet legal mandates and preclude significant environmental impacts. Anders is adept at organizing appropriate multidisciplinary teams, setting clear goals and standards, coordinating technical evaluations, addressing contentious environmental issues with agency staff members and public groups, developing feasible mitigation measures or modifications to proposed plans, and preparing clear and concise environmental documents and other reports.

HBA specializes in the management and preparation of environmental and planning documents for public and private clients. HBA prepares project- and program-level environmental documents in compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and Tahoe Regional Planning Agency (TRPA) Rules of Procedure.

HBA manages both small and large projects, utilizing project management tools (scope, budget and schedule), applied appropriately for each project. HBA facilitates agency and public outreach to achieve consent among stakeholders to allow the process to reach its conclusion.

HBA addresses the range of technical and political issues encountered with a focus on:

- Using quantified, accurate and objective data for analysis
- Developing effective and feasible implementation strategies
- Developing monitoring programs that objectively demonstrate success or failure of strategies
- Adherence to Quality Assurance and Quality Control procedures.

HBA works with our clients to resolve issues, develop creative and workable solutions, to be flexible in meeting the changing needs of a project. This is demonstrated through the principals ongoing contractual relationship with key clients for over 28 years.

Anders J. Hauge, Partner

Anders Hauge, Planner, QA/QC. Anders has 48 years of experience (13 years as co-founder of HBA) in developing, managing, and implementing environmental documents; building partnerships and consensus; and developing general plans, design standards, and land use regulations. He has worked in the Lake Tahoe Basin and in the Sierra for more than 40 years, both as a public agency planner for the California Tahoe Regional Planning Agency and as a planning consultant. Anders has successfully completed over 50 environmental documents within the Lake Tahoe Basin. Anders received his B.S. in city and regional planning from California State Polytechnic University, San Luis Obispo in 1971. Anders' experience in preparing campus environmental documents includes:

- Lake Tahoe Community College Relocation Master Plan EIR/EIS,
- Lake Tahoe Community College Child Care and Safety Project Environmental Assessment,
- Stanford General Management Plan EIR, and
- Ohlone College Master Plan EIR.

Mr. Hauge is experienced in public facilitation programs including the Environmental manager for the City of Redwood City's Saltworks Project, Mariposa County General Plan, City of San Joaquin General Plan, City of Sutter Creek projects, South Tahoe PUD projects, Heavenly Ski Resort projects, and Bureau of Reclamation/Southern Nevada Water Authority Facilities Expansion EIS.

Anders is the contract planner for the City of Sutter Creek, engaged in the management of the General Plan Update and review of Use Permits and subdivisions. Anders is currently managing the Town of Loomis Costco Project processing and the SPMUD Diversion Line Project's permit implementation. He is also currently the District 5 Planning Commissioner for Placer County and is a managing partner of A&J Lund Farms in Sutter County.

Robert Brueck, Partner

Robert Brueck specializes in the management and preparation of environmental and planning documents for public and private clients. Specific environmental documentation experience has included documents prepared for the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Tahoe Regional Planning Agency (TRPA), and state and federal permitting. Specific planning experience has included Master Plans, Annexations, Zone Changes, and General Plan Amendments. Mr. Brueck has performed many of his assignments in the western United States, including Lake Tahoe, and has a broad knowledge of the various rules and regulations that govern development within this heavily regulated area. His experience in preparing campus environmental documents includes Lake Tahoe Community College Relocation Master Plan EIR/EIS, Child Care and Safety Project Environmental Assessment, and various other campus expansion projects, including the current Facilities Master Plan EIR; Stanford General Management Plan EIR, and Ohlone College Master Plan EIR.

Rob's expertise includes coordinating interdisciplinary team efforts with client needs and expectations; organizing and conducting public and agency dialogue; carrying out a wide variety of natural resource analyses; refining and integrating work products from interdisciplinary team members; assuring compliance with myriad environmental laws and regulations; and producing highly readable, graphically effective, and legally adequate project reports and environmental compliance documents.

Specific technical abilities include recreation and land use analysis and scenic assessment. Rob's recent experience includes the management of environmental documentation for the Lake Tahoe Community College (Facilities Master Plan EIR), TRPA and Placer County (Homewood Ski Area Master Plan EIR/EIS and Dollar Creek Shared Use Trail IS/IEC), TRPA and the USDA Forest Service, LTBMU (Heavenly Mountain Resort Master Plan EIR/EIS/EIS), TRPA and El Dorado County (Meyers Area Plan IS/IEC), and the TRPA and Tahoe Resource Conservation District (Lake-Wide Aquatic Invasive Plant Control Plan IS/IEC).

Christy Consolini, Senior Planner

Christy is an environmental planner and manager with over 20 years of professional experience (11 years with HBA) involving environmental analysis, regulatory compliance, urban planning, and project management. Christy is a project manager responsible for the preparation and oversight of CEQA, NEPA, and TRPA environmental documents that have included initial studies, categorical exemptions/exclusions, environmental assessments, mitigated negative declarations, and environmental impact reports/statements prepared for residential, commercial, mixed use,

industrial, transportation, solid waste, and public works projects. Her experience includes permitting, construction specifications, environmental training workshops, scoping workshops, and meeting presentations. She also provides on-call staff services and planning assistance. Christy's work focuses on land use, visual and scenic resources, recreation, population and housing, socioeconomics, public services and utilities, project compliance, document review, analysis criteria development and preparation of outreach materials. Christy received her B.A. in Environmental Studies (Policy and Planning emphasis) from the University of California, Santa Cruz in 1998. She has also received certification under the US Department of Labor OSHA 10-hour Construction Safety and Health Certification (#001996223).

Her experience in preparing campus environmental documents includes Lake Tahoe Community College Relocation Master Plan EIR/EIS, Child Care and Safety Project Environmental Assessment, and various other campus expansion projects, including the current Facilities Master Plan EIR; Stanford General Management Plan EIR, and Ohlone College Master Plan EIR and various IS/MNDs for on-campus facilities. Recent projects include the Loomis Costco Project; Tourist Core Area Plan Update in South Lake Tahoe; Tahoe South Event Center Project; Bollinger Valley Project EIR; Sutter Creek General Plan Update, General Plan IS/MND, and various on-call projects; SPMUD Loomis Diversion Pipeline IS/MND and construction-phase environmental management and permitting; Lake Tahoe Community College EIR/EIS and other CEQA/TRPA documentation; and the Meyers Area Plan TRPA/CEQA documentation.

Jen DeMartino, GIS/Mapping Specialist

Jennifer is a GIS specialist with over 18 years of experience (9 years collaborating with HBA preparing high-quality cartography and map production, data analysis, and data development. She provides GIS services for a wide variety of projects, including general plan updates, housing availability studies, wetland delineations, environmental impact reports/statements, regional transportation plans and circulation elements, biological surveys, feasibility studies and more. Jennifer received her B.A. in geography from California State University Northridge in 1997 and her M.A. in geography from California State University Northridge in 2001.

2.1 The HBA Subconsultant Team

HBA utilizes subcontractors to provide technical support for engineering and environmental topics such as traffic and circulation, biological resources, and cultural resources.

Peak & Associates, Inc.

Peak & Associates, Inc., a California corporation, offers archeological services and cultural resource expertise to public agencies and private concerns. A woman-owned small business, Peak & Associates operates with a full-time staff of two professional archeologists and a historian/archeologist. The company also maintains an outstanding complement of expert consultants and adjunct fieldwork and laboratory personnel ready to respond to large-scale projects. Peak & Associates has the capability to carry out archeological and cultural resource projects of many types, including technical field studies, Native American consultation, archeological and historical section of environmental impact reports and statements and construction monitoring. Since the firm's incorporation late in 1975, Peak & Associates has successfully completed over 6,000 projects in the fields of public archeology and cultural resource management.

Melinda Peak has served as the principal investigator on a wide range of prehistoric and historic excavations throughout California. She has directed laboratory analyses of archeological materials, including the historic period. She has also conducted a wide variety of cultural resource assessments in California, including documentary research, field survey, Native American consultation and report preparation. In addition, Ms. Peak has developed a second field of expertise

~~in applied history, specializing in site-specific research for historic period resources. She is a registered professional historian and has completed a number of historical research projects for a wide variety of site types. Ms. Peak meets the Secretary of Interior Standards for historian, architectural historian, prehistoric archeologist and historic archeologist.~~

Neal Neuenschwander manages the North Valley office of Peak & Associates, located in Chico, California. His duties at Peak & Associates have included the field direction for multiple site excavations and surveys throughout northern, central, and southern California, Nevada, Oregon and Idaho. In this capacity, he has been responsible for the planning and implementation of every aspect of the fieldwork, analysis, and report production phases. During his twenty-five years with the company, he has developed a reputation for his ability to complete projects on-time and within budget parameters, while at the same time maximizing the recovery and analysis of data for the professional community.

Foothill Associates

Founded in 1995, Foothill Associates (www.foothill.com) is a Veteran-owned, California Corporation with Small Business certification that provides a wide range of environmental consulting, landscape architecture, and planning services to local governments, public agencies, and private clients. Our diverse staff comprises a wide range of technical specialists, including regulatory specialists, biologists, botanists, wetland scientists, planners, landscape architects, certified arborists, GIS specialists, and graphic designers. This unique multidisciplinary mix of expertise allows us to integrate human uses, aesthetics, and functionality in our projects with key environmental considerations such as treatment of stormwater runoff, habitat and special status species preservation, greenhouse gas reduction, and water conservation. Foothill Associates provides the full range of project cycle services from initial concept, public input facilitation, and detail design through cost estimating, construction drawings, specifications, bid coordination, construction oversight, CEQA/NEPA environmental documents, permitting, and monitoring.

KD Anderson & Associates, Inc.(

) KD Anderson (www.kdanderson.com) is a consulting engineering practice serving Northern California, the Central Valley, Oregon, and Nevada since 1990. We provide private clients and government agencies with Regional Planning studies, Traffic Impact and Air Quality Studies, Traffic Operations and Safety studies and Infrastructure Design for projects in the Metropolitan Sacramento Area, and throughout a service area which ranges from Fresno to Redding and into Northern Nevada and Lake Tahoe. We have been involved in the preparation of CEQA level traffic studies for projects throughout the California region ranging from conventional residential and commercial development proposals to Ski Resorts in the Sierra Nevada. KD Anderson has project experience for more than 80 school districts throughout California.

Kenneth Anderson, P.E. is the firm's principal engineer and has over 35 years of experience. Since establishing the firm, Mr. Anderson has focused on analysis of projects in the Central Valley and Sierra Nevada Foothills. He has been responsible for our regional planning work including General, Community and Specific Plans. This work has included the Del Webb Sun City - Roseville Community in Placer County, the Diablo Grande, Coffee/Claratina, North Beyer, Pelandale/Snyder Specific Plans and Eastgate Master Plan projects in Stanislaus County. In Yuba County, Mr. Anderson was consultant on the Yuba County Motorplex and in Sacramento was responsible for the Circulation Element of the Sacramento Army Depot Reuse Plan EIR. Prior to establishing his own practice, Mr. Anderson spent ten years with OMNI-MEANS, Ltd., including five years as a Principal and Head of the Transportation Department in Roseville.

3 SCOPE OF WORK

This scope of work assumes the District will provide both a short-term and long-term site plan for the acquired land as well as potential changes to the existing high school site. This also assumes documentation on the need for expansion will be provided to HBA by the District.

Task 1 Project Management

This task includes the routine coordination and management of the HBA Team, coordination with the District and agencies, the implementation of HBA's Quality Assurance/Quality Control (QA/QC) procedures, maintenance of the Project Record and project administration including the preparation of monthly progress reports and invoices.

1.1 Project Administration

HBA will maintain the program schedule, time records, and fiscal accounting through the contract term. The HBA will prepare and submit monthly progress reports to the District. The progress reports will provide a description of the work completed during the invoice period, an estimate of the percent work completed to date, the updated program schedule, a discussion of the work anticipated in the next billing period, and a description of potential issues with a corresponding resolution of each issue.

Data and deliverables will be accessible to the District via BOX.com, a cloud based collaborative site. Administrative drafts of documents will be made available to the District for review and comment. Box.com tracks each version of a document and each individual that accesses the document, providing the District with the ability to track the status of deliverables as they are prepared.

1.2 Quality Assurance/Quality Control Program

The HBA will apply our QA/QC program. Budget for implementation of the QA/QC plan is included within each task.

1.3 Project Record/Administrative Record

HBA will assemble and maintain the Project Record through the contract term. The Project Record will contain information and documentation associated with the Project including data and information, meeting documentation, maps and drawings, telephone conversations, analysis, evaluation, referenced documents, analysis documentation, and relevant steps associated with environmental analysis and documentation and other supporting documentation not covered by copyright laws. Methodologies and processes used for inventory, analysis and impact assessment will be included.

1.4 Project Kick-Off Meeting

A Project kick-off meeting will be held at the District offices with HBA to reach an understanding of the Project, the process, and the data needs. The agenda will include a discussion on the work program, schedule, Project Description, data needs, process requirements, and potential issues.

In preparation of the kick-off meeting, each participant will provide relevant documents and maps for reference and discussion. HBA will provide the work program, schedule, and a list of data needs. The District will provide the Project plan to be used in preparing the Project Description, available studies and reports, and a list of mitigation measures incorporated into the Project that avoid or reduce environmental impacts. The District will make available a copy of the relevant plans and codes, including the goals, policies, codes, regulations, and standards to be applied to the

Project. Each participant will be prepared to discuss potential issues and opportunities to include modifications to the Project that avoid or reduce impacts (self-mitigating). At the outcome of the kick-off meeting, HBA will prepare a list of action items with responsible parties and schedule.

1.5 Project Coordination

Project coordination includes communication with the District. The purpose of this task is to keep critical participants informed of the process, identify issues early in the process, and reach consent on the resolution of issues quickly.

~~HBA will schedule and manage Project coordination meetings budgeted by task. Project coordination meetings participants include the HBA Project Manager, the District project manager, and other attendees determined appropriate by the District.~~

Task 2 CEQA Scoping

2.1 Project Description

Following the kick-off meeting, HBA will work with the District to draft the Project Description to be used in the preparation of the environmental document. The District will identify Project objectives.

The Project Description will include the Project history, characteristics of the Project site, the Project objectives, standards incorporated in the Project that avoid or minimize environmental impacts, the phasing of the Project, and the proposed improvements. The Project Description will include components of the Project, operation plans, and design features, if available. The Project Description will include appropriate graphics.

2.2 Notice of Preparation/Initial Study

HBA will prepare a combined Notice of Preparation and Initial Study (NOP/IS) and will submit the NOP/IS in electronic format (MS Word) to the District for review and comment. The NOP will include the dates of the scoping period and scoping meeting, and addresses where comments will be received. HBA will make modifications as necessary for accuracy, and submit the final NOP and IS in electronic format (PDF) to the District. HBA will produce and circulate the NOP/IS to the State Clearinghouse, Responsible and Trustee Agencies, the Glenn County Clerk and Interested parties identified by the District. The District will prepare and maintain the Project mailing list. HBA will work with the District to prepare and publish a legal ad for the NOP in a local newspaper. HBA will prepare and facilitate the one-time publication of a legal advertisement per CEQA Guidelines, Appendix I (project description, location, list of potential environmental effects, scoping meeting dates/locations, where full copy of NOP can be found, etc.), in the local newspaper and a one-time mailing of a postcard meeting notice to adjacent property owners.

2.3 Scoping Meeting and Report

During circulation of the NOP/IS, HBA will attend a public scoping meeting for the Project. This scope and budget assumes the District would host a public scoping meeting and would be responsible for making necessary public announcements for the meeting. HBA will prepare a Powerpoint presentation and other meeting materials to communicate relevant project and alternatives details and project issues to the attendees. HBA will facilitate the meeting, present Project information to the public and will take detailed meeting minutes, including a list of comments and questions and any answers provided. These minutes will be used to prepare a Scoping Report summarizing comments and potential impacts to be considered. One electronic (MS Word) Draft Scoping Report will be provided for District review. HBA will revise the

document based on District comments, and will submit one electronic (PDF) copy of the Final Scoping Report.

Based on the Scoping process and preliminary environmental analysis, HBA will revise the Project Description.

Task 3 Technical Studies

3.1 Cultural Resources Report

The HBA Team (Peak & Associates) will prepare a cultural resources report to be used in the Focused EIR for the project. This report can be used to demonstrate CEQA compliance for future development of the project area and can be used to support applicability of categorical exemptions in the future, if no resources are present. A records search for the project area will be conducted through the Northeast Information Center (NEIC) of the California Historical Resources Information System. This will provide all the information on any sites within the project area and will identify all previous surveys of the project area. Next, a field check for any indication of the presence of cultural resources within the project area will occur. This assumes the District will provide access to the property for the field survey. Finally, a report will be prepared for submittal for CEQA review containing the cultural background, results of the record search, field survey results, site evaluation to the degree possible, conclusions and recommendations. Site records for any resources found during the survey will be appended and an electronic copy provided.

3.2 Biological Resources Assessment

The HBA Team (Foothill & Associates) will prepare a biological resources assessment to be used in the Focused EIR for the project. This report can be used to demonstrate CEQA compliance for future development of the project area and can be used to support applicability of categorical exemptions in the future, if no resources are present. Available materials regarding existing site conditions, biological resources, and wetlands (e.g. USGS topographic maps, NRCS soils maps, and California Natural Diversity Database) for the 45-acre will be reviewed. Following the records search, a field survey will be conducted to identify plant communities on the site, sensitive vegetation communities, including potential wetland features, and an evaluation of the potential for the site to support special-status plant and wildlife species will occur. The edge of potential California Department of Fish and Wildlife (CDFW) jurisdiction within the parcel if it differs from the edge of potential jurisdictional waters will also be mapped.

Following the field survey, a biological resources assessment will be prepared that identifies biological resources and potential biological constraints, such as wetlands, assesses the likelihood of special-status species or habitats to be found on the project site, and recommends further studies, if needed, or permitting that may be required prior to development. The report will include a soil map and map of biological communities and constraints. A draft report will be submitted electronically, and a final report will be submitted following client review.

3.3 Traffic Study

The HBA Team (KD Anderson & Associates) will prepare a traffic study for the project. Current traffic volume information will be assembled for the SR 32 / Canal Road intersection which is near the school. Current traffic conditions based on operating Level of Service during the morning period before the school day begins will be evaluated. The project trip generation will be estimated for ultimate enrollment of both high school and relocated middle school based on approved trip generation rates. Trips will be assigned to the local street system based on the location of residences within the schools' enrollment areas, and impacts resulting solely from the project will be identified. Cumulative impacts associated with other approved / pending / planned local projects as well as long term regional growth on SR 32 will be described. If necessary, mitigation measures

needed to reduce impacts to a less than significant level will be identified and evaluated. Project Vehicle Miles Traveled (VMT) will be estimated.

We will participate in a telephone conference to discuss school characteristics and the proposed school layout. We will request information regarding the current and ultimate enrollment at both schools, bell schedules, the number of students bussed and the geographic locations of student residences within the schools' probable attendance areas, etc. We will contact applicable Caltrans staff to: review the project description and assumptions; review our proposed work program and to discuss Caltrans traffic study guidelines, significance criteria, etc.; obtain available traffic volume and pedestrian counts; and review background information, including the SR 32 TCR, and current traffic signal timing plans. Under this study phase, current intersection traffic volumes, capacities and operating Levels of Service (LOS) will be described. Any existing capacity traffic safety deficiencies will be noted.

We will conduct a field review to acquaint ourselves with the site and to collect the physical data required to complete this analysis. An a.m. peak hour (7:00 to 9:00 a.m.) traffic/ pedestrian / bicycle volume base will be established for the study intersection. Any available information will be reused, but new counts will be made where required. Any new traffic counts will be made when HUSD schools are in session. Our study area is commensurate with the project's size and location and includes SR 32/Canal Road.

A field review will be conducted to identify any capacity or safety deficiencies that may already exist in the study area. Operating Levels of Service and 95th percentile queue lengths will be calculated using methodologies that are acceptable to Caltrans, and the extent to which improvements are already needed will be determined. Sight distance at the proposed project access will be investigated. Current parking restrictions on local streets, if any, will be noted. Facilities that are available or planned for school age pedestrians and bicyclists will be identified. Current transit operations and planned roadway improvements will also be described.

The extent to which the development of the project may, by itself, impact the area street system will be determined. The number of automobile trips that may be generated by the project will be estimated through application of approved trip generation rates to the net ultimate enrollment increase anticipated at the site. The distribution of project trips will then be identified based on the relative distribution of residences within the schools' planned attendance area (inbound trips to the school) and the location of shopping and regional employment centers (outbound trips), as well as current school travel patterns. Information regarding the limits of the area to be served by this school will need to be provided by the District. Project trips will then be assigned to the area street system based on the least travel time path between origin and destination. The trip assignment will reflect implementation of any traffic controls at site access (i.e., stops signs, medianization, etc.), as well as the relocation of existing middle school trips that may be using the intersection today.

Existing Plus Project traffic volumes will be identified, and traffic operations and Levels of Service / queue lengths will be recalculated with the proposed project. The extent to which development of this project may contribute to the need for improvements to satisfy minimum LOS standards will be evaluated. The effects of the project on bicycle and pedestrian activity and safety will be described.

We will evaluate the adequacy of access to the site, internal circulation, drop-off and loading under peak conditions to ensure that backup to the state highway does not occur. We will also consider the amount of space used by parents in the afternoon when waiting to pick up students. We will identify the parking / loading demand based on previous observations of after school loading conditions at other schools to suggest demands on the campus. The extent to which demands can be accommodated on-site will be determined and the extent of on-street loading will be discussed.

The project's contribution to regional VMT will be estimated based on available technical resources. We anticipate calculating VMT based on a project daily trip generation estimate and assumed average trip distance within the HUSD school boundaries. The net effect of the school project will be estimated in comparison to the travel under the No Project condition assuming continuing operation of existing schools.

The impacts of the project will also be evaluated within the context of cumulative traffic conditions occurring over the foreseeable future. This evaluation will address development of other approved projects and long term growth on SR 32. The cumulative condition will reflect occupancy of other "approved / pending" but not yet constructed projects identified by Glenn County. We will contact County staff to identify any projects that should be assumed. We will then superimpose the trips generated by background projects on to the background condition. We will also identify an applicable long term traffic volume growth rate for SR 32 in consultation with Caltrans staff. Resulting Cumulative traffic volumes with and without the proposed project will be identified. Traffic operations, Levels of Service, queueing and safety issues that result from future traffic growth will be identified. Improvement projects that are identified in the SR 32 TCR, are already funded by Caltrans or Glenn County or are required of other development will be noted. Levels of Service will be identified for "No Project" and "With Project" conditions, and the significance of project impacts will be evaluated with regard to Glen County GP and Caltrans significance criteria. The need to control school access to maintain traffic flow and ensure safety in the future will be assessed.

The extent to which mitigation measures are needed to reduce project specific or cumulative impacts will be identified. The extent to which needed improvements are already included in adopted fee programs will be determined. Mitigation measures required to eliminate current safety problems, reduce project impacts to a less than significant level or to meet other Caltrans or Glenn County standards will be identified. Improvements that would bridge gaps in the pedestrian or bicycle networks will be identified. Mitigation Measures will be separated into the four categories: 1. Improvements that are already required to remedy existing deficiencies; 2. Mitigation specifically required as a direct result of the project, including design recommendations; 3. Mitigation measures needed for future traffic whether or not the project is built; and 4. Additional Mitigation needed in the future due to the project. The extent to which identified improvements are included in any adopted traffic impact fee program will be determined. If necessary, the project's fair share responsibility for cumulative mitigation will be calculated.

Task 4 Focused EIR

4.1 Draft Focused EIR

HBA will prepare an administrative draft EIR for review by the District and will provide the District with one (1) MS Word file and one (1) electronic file version (PDF) of the Administrative Draft EIR for review. HBA assumes the District will provide one consolidated version of comments from all District reviewers in one single draft set of comments. Upon receipt of District comments, HBA will revise the EIR and provide a draft Notice of Availability (NOA) electronically for District review. HBA will prepare the print-ready draft EIR and Notice of Completion (NOC). HBA will provide the District with one (1) MS Word file and one (1) electronic file version (PDF), as well as twenty-five (25) bound hardcopies of the Draft EIR for District distribution. HBA will submit electronic (PDF) copies of the final Notice of Availability (NOA) and Notice of Completion (NOC). This scope and budget assumes the District will develop and maintain the project mailing list and distribute to local, state, and federal agencies, and other interested persons the NOA, NOC, and Draft EIR. The following sections will be included in the EIR.

Chapter 1: Introduction

HBA will prepare an introduction that provides a summary of the existing conditions (setting) and explanation of the background of the Project.

Chapter 2: Executive Summary

HBA will prepare an executive summary that provides an overview of the findings presented in the EIR. The chapter will include the summary table and an alternative analysis matrix.

Chapter 3: Project Description, Objectives, and Alternatives

The Project Description will be included in this chapter as refined in response to scoping. HBA will prepare the No Project Description and a description of up to two alternatives that feasibly attain most of the basic objectives of the project, but will avoid or substantially lessen any of the significant effects of the Project for evaluation in the EIR.

Chapter 4: Environmental Analysis

Each CEQA resource section will include a brief description of the affected environment (setting), a discussion of the methodology, analytical methods used to analyze impacts, a description of environmental evaluation criteria with points of significance (thresholds), an analysis of direct and indirect environmental impacts, a description of cumulative effects, and mitigation to avoid or reduce potentially significant impacts to a less than significant level. Each section will identify and utilize references from previous environmental documentation conducted as appropriate.

Chapter 5: Other CEQA Considerations

This section will summarize the conclusions of the EIR including significant impacts, cumulative impacts, growth-inducing impacts, significant irreversible environmental changes, and significant unavoidable environmental effects.

Appendices - Appendices, as appropriate, will be incorporated into the EIR. A glossary developed early in the process will be included. The references utilized in this EIR will be listed. Consistent with the requirements of CEQA, copies of cited references will be provided to the District and made accessible to the public. HBA will include a list of individuals who contributed to the preparation of each section of the EIR and a list of organizations and persons consulted.

4.2 Public Review and Comment Meeting

The Draft EIR will circulate for 45 days for public review and comments. During the public comment period, the District will host a public hearing on the Draft EIR. Staff from HBA will attend the meeting to hear and take notes on the oral comments on the Draft EIR, as well as respond to questions as needed.

4.3 Final EIR

HBA will draft responses to comments received on the draft EIR and prepare the administrative draft final EIR. It is assumed that up to ten (10) distinct comments will be received requiring approximately 60 minutes each for response. The approach is to incorporate final EIR sections into the draft EIR, providing a single consolidated document for certification. This provides a consistent and complete document for use during the implementation of the Project. The final EIR will include a new chapter to describe the purpose of the final EIR, the public comment process, and the structure of the final EIR. An appendix will be included that provides the comments and response to each comment. As appropriate, the text of the EIR will be revised in response to the input received during the comment period, including an update of the list of persons, organizations, and public agencies commenting. Revisions to the draft EIR will be shown in legislative mode (~~strikethrough~~ and underline text). HBA will prepare a Mitigation Monitoring Plan to be included as an appendix to the final EIR. HBA will provide one (1) MS Word file and one (1) electronic file version (PDF) of the Final EIR in legislative mode.

Task 5 Decision and Closeout

5.1 Findings

HBA will prepare draft CEQA findings of fact to support certification of the final EIR and if necessary, Findings of Overriding Consideration for inclusion in the District resolution. District Staff will assist in preparing the findings.

5.2 Decision Meeting

HBA will prepare the materials for the decision meetings held by the District. HBA will attend one meeting of the District. HBA will make a presentation on the findings of the EIR and will be available to answer comments.

5.3 Notice of Determination

HBA will prepare the NOD after the District has made a decision on the certification of the EIR and the approval/denial of the Project. HBA will deliver the NOD to the State Office of Planning and Research to begin the protest period. The District will file the NOD at the County Clerk's office. The District is responsible for paying the California Fish and Wildlife fees that must be submitted to the Clerk of the Board with the NOD.

5.4 Closeout

Documentation of the IS/MND analysis process will be recorded in the Project Record and provided to the District. HBA shall submit one (1) copy of the finalized EIR with all changes accepted. The Project Record will be delivered after the NOD has been filed, this will conclude the obligations of this scope of work.

4 BUDGET

HBA's proposed budget is provided on the following page.

Task #	Task Description	Hamilton Unified School District Focused EIR Estimated Hours and Budget										Total Labor Hours	Total Labor	Total Direct Costs	Budget Estimate		
		Associate VIII	Associate VII	Associate VI	Associate III	Peak	Foothill	H/D Addition	Other Direct Costs								
1	Project Management																
1.1	Project Administration	12	10	0	14	0	0	0	0	0	0	0	280	0	0	0	55,200
1.2	Quality Assurance Plan	5	0	0	6	0	0	0	0	0	0	0	0	0	0	0	
1.3	Project Record/Administrative Record	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1.4	Project Kick-Off Meeting	3	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
1.5	Project Coordination	4	6	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	CEQA Scoping																
2.1	Project Description	5	32	2	0	0	0	0	0	0	0	0	0	0	0	0	0
2.2	NOPIIS	1	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2.3	Scoping Meeting and Report	4	8	2	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Technical Studies																
3.1	Cultural Resources Report	0	6	2	0	19	65	0	0	0	0	0	0	0	0	0	0
3.2	Biological Resources Assessment	0	2	2	0	19	0	0	0	0	0	0	0	0	0	0	0
3.3	Traffic Study	0	2	0	0	0	65	0	0	0	0	0	0	0	0	0	0
4	Focused EIR																
4.1	Introduction	15	258	16	0	0	0	0	0	0	0	0	0	0	0	0	0
	Summary of EIR Conclusions	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0
	Project Description, Objectives, and Alternatives	2	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CEQA Analysis/Scoping	2	18	4	0	0	0	0	0	0	0	0	0	0	0	0	0
	Land Use	5	5	2	0	0	0	0	0	0	0	0	0	0	0	0	0
	Agricultural Resources	12	12	2	0	0	0	0	0	0	0	0	0	0	0	0	0
	Population, Housing and Socioeconomics	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Recreation	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Transportation and Traffic	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Air Quality	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Climate Change	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Noise	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Asbestos	12	12	2	0	0	0	0	0	0	0	0	0	0	0	0	0
	Hydrology and Water Quality	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Geology and Soils	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Hazardous and Hazardous Materials	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Services	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Utilities	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Biological Resources	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Cultural Resources	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CEQA Required Actions	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Appendices, Glossary, Preparation, Persons Consulted, References	1	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mitigation and Monitoring Plan	1	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Direct EIR, NOA, and NOC	4	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Review and Comment Meeting	4	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Final EIR and Response to Comments	1	40	2	0	0	0	0	0	0	0	0	0	0	0	0	0
5	Decision and Closeout																
5.1	Findings	5	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5.2	Direct Board Decision Meeting	1	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5.3	Notice of Determination	4	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5.4	Closeout	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Hourly Rates	\$200	\$140	\$110	\$80	\$130	\$110	\$175									
	Tab Hours	37	327	20	14	15	65	62									
	Total Estimated Budget ASSUMPTIONS	\$7,400	\$45,800	\$2,200	\$1,100	\$2,500	\$7,200	\$10,900	\$9,080	\$26,920	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$79,000

Project Time Frame is up to 12 months
 District will cover the costs of meeting rooms, notifications, and mailings
 10 individual comments will be responded to @ 1 hour per comment
 HBA will provide electronic copies of each deliverable
 Existing available documents will be used to the extent available.

February 7, 2019

5 HBA RESUMES



Anders Hauge

Partner

w 916-283-5800

d 530-762-1641

c 916-307-7654

ahauge@haugebrueck.com

EDUCATION

B.S. City and Regional
Planning, 1971

Certified Program Manager,
2006

Desert Tortoise Training
Certification #12381

**AREAS OF
SPECIALIZATION**

Program/Project
Management

Planning

Environmental Compliance

Resource Management

Permitting

Public Involvement

Contract Staffing

Anders Hauge is a land use planner and environmental planner responsible for managing and performing environmental, general plan, mitigation, on-call staffing, and public outreach programs. Mr. Hauge has successfully managed large, complex and controversial programs that include the management of large multidisciplinary teams to address a range of technical and political issues inherent in planning and environmental processes.

Mr. Hauge manages environmental documents meeting the requirements of the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and the Rules and Regulations of the Tahoe Regional Planning Agency (TRPA). Unique to projects within the Lake Tahoe Basin, Mr. Hauge prepares a single document that meets the combined requirements of CEQA, NEPA, and the TRPA.

Anders career has spanned 47 years, first as a public agency planner and second as a planning consultant. As a public agency planner Anders has worked in California, Maine and Colorado. As a planning consultant Anders has worked in California, Georgia, Nevada, Arizona, Venezuela, and the Dominican Republic.

Major projects managed by Mr. Hauge include: The Redwood City Saltworks Project Environmental Team, Santa Rosa Long-Term Wastewater Project EIR/EIS, Sutter Creek Gold Rush Ranch Project, South Tahoe PUD wastewater and water projects, the Lake Tahoe Airport Master Plan/EIR-EIS, the Heavenly Ski Resort Master Plan/EIR-EIS, the Nevada County General Plan and EIR, the Mariposa County General Plan and EIR, and the Arizona Military Airport Land Use Compatibility Program.

Anders is the contract planner for the City of Sutter Creek, engaged in the management of the General Plan Update and review of Use Permits and subdivisions. Anders is currently managing the Town of Loomis Costco Project processing and the SPMUD Diversion Line Project's permit implementation.

EMPLOYMENT SUMMARY

2006- Date:	Hauge Brueck Associates, LLC. Partner
2018-Date	Placer County Planning Commissioner, District 5
2015- Date:	A&J Lund Farms, Co-Trustee and Managing Partner
1989-2006:	Parsons (Harland Bartholomew & Associates), Manager
1979-1989:	Quad Consultants, Vice President
1979:	Wickersham, Hauge and Associates, Inc., President
1976-1979:	Town of Breckenridge, Colorado, Community Development Director

- 1974-1976: California Tahoe Regional Planning Agency, Senior Planner/Acting Executive Officer
- 1973-1974: City of Woodland, California. Associate Planner
- 1973-1974: City of Winters, California. Planning Director
- 1971-1973: City of Bangor, Maine. Planner I
- 1969-1971: Cal Poly City and Regional Planning Library, Librarian
- 1967-1968: PMT Engineers, Computer Operator & Staff Assistant
- 1963-1967: Auburn Boulevard Veterinary Hospital, Staff

EMPLOYMENT

2006-Date: Hauge Brueck Associates, LLC. Partner. Mr. Hauge manages planning and environmental projects. Anders has managed the Town of Loomis SPMUD Diversion Line IS/MND, City of Susanville Riverside Trail Project IS/MND, City of San Joaquin General Plan update and EIR, Mariposa County General Plan and EIR, Sutter Creek Gold Rush Ranch Project Processing, SNWA South Valley Facilities Expansion EIS, multiple South Tahoe PUD projects, and the Redwood City Saltworks Project Environmental Scoping. Anders currently manages task order projects under the South Tahoe PUD On-Call contract, Town of Loomis Costco Processing, is the on-call staff planner for the City of Sutter Creek and manages applicant reimbursable projects for the City of Sutter Creek. Mr. Hauge is the Placer County Planning Commissioner for Supervisorial District 5.

2015-Date: A&J Lund Farms, Managing Partner. Mr. Hauge is a Co-Trustee and Managing Partner of A&J Lund Farms, a family owned farm. The farm includes approximately 400 acres in three fields located in Sutter County, California. Various crops are grown on the farm including rice, corn, melons, sunflower, tomatoes, and cucumbers. The farm is leased to Hoppin Family Farms.

1989-2006: Parsons/Harland Bartholomew & Associates. Program Director. Mr. Hauge managed Parsons' environmental team supporting the Southern Nevada Water Authority's In-State Water Resource Development Projects. Mr. Hauge managed the Santa Rosa Long-Term Wastewater Project EIR/EIS for the City of Santa Rosa implementing the Geysers Recharge Project. Mr. Hauge was the co-author of the Parsons Environmental Planning Toolkit (PEPT) an on-line interactive CEQA/NEPA analysis tool.

Mr. Hauge opened Parsons'/Harland Bartholomew & Associates Sacramento office in 1989 focusing on environmental documentation, land use planning and public outreach. The Sacramento operation expanded to include offices in Santa Rosa and Lake Tahoe. As Parsons' organizational structure evolved, Mr. Hauge managed Parsons' Western Region Planning Group and managed Parsons' State and Municipal Planning Sector.

1979-1989: Quad Consultants. Vice President. Mr. Hauge was responsible for managing Quad's Northern California programs. Mr. Hauge managed general plans, site plans, master plans, design guidelines, environmental documents, recreation plans, public outreach programs, consent building programs, and policy plans.

1979: Wickersham, Hauge and Associates, Inc. President. Mr. Hauge provided services to municipal clients in establishing performance regulations and site planning to private clients.

1976-1979: Town of Breckenridge, Colorado. Community Development Director. Mr. Hauge managed the Town's advanced planning, current planning, economic development and building inspection services. Mr. Hauge received the American Institute of Planners Meritorious Planning Award for the Breckenridge Performance Regulatory System he co-developed and implemented.

1974-1976: California Tahoe Regional Planning Agency. Senior Planner/Acting Executive Officer.

Mr. Hauge prepared the EIR on the California Tahoe Regional Plan and was a staff planner on the team that wrote the Regional Plan and Code of Ordinances. Mr. Hauge, as Acting Executive Officer, was responsible for implementation of the Regional Plan and Code of Ordinance upon adoption in 1976.

1973-1974: City of Woodland, California. Associate Planner. Mr. Hauge was responsible for multiple assignments including, developing the City's first CEQA guidelines, writing the City's first landscape ordinance, updating the sign ordinance, designing the City logo, managing the General Plan update, designing neighborhood parks, conducting project reviews, and code enforcement responsibility.

1973-1974: City of Winters, California. Planning Director. Mr. Hauge provided general planning and project review services for the City of Winters while working for the City of Woodland.

1971-1973: City of Bangor, Maine. Planner I. Mr. Hauge worked under the supervision of the planning director and was the planning staff to the Bangor Redevelopment Agency.

MEMBERSHIPS, REGISTRATIONS, AND CERTIFICATES

SNWA Desert Tortoise Training Certification #12381, 2007

Parsons Program Manager Certification, 2006

HONORARY AFFILIATIONS

Placer County Planning Commission, 2018-date.

Placer County Meadow Vista Municipal Advisory Council, 2013-2018.

Vice President, State and Local Affairs, California Chapter APA, 1983-1984.

Northern Legislative Director, California Chapter APA, 1979-1982.

Director, Sacramento Valley Section/California Chapter APA, 1975-1976, 1982-1983, 1988-1989, and 1998-2000.

Past Director, Sacramento Valley Section APA, 1989-1991 and 2000-2004.

Secretary/Treasurer, Sacramento Valley Section, American Institute of Planners, 1974-1975.

PUBLICATIONS

"Practicing Planner," National Planning Awards, Breckenridge Development Code, December 1978.

Water Environment Federation, 1998 National Conference Session, Co-author, "Turning Reclaimed Water into Energy," Orlando, Florida.

Parsons Environmental Planning Toolkit (PEPT), Parsons web site and selected client web sites, 2004

PRESENTATIONS

Sacramento Valley Section, California Chapter American Planning Association, Getting to Yes, 2017

City of Placerville Chamber of Commerce, Performance Regulatory Systems, 2011

Kiwanis Club of Sacramento Surban, Water in the Desert, 2010

Parsons Corporate Meeting and multiple regional presentations, Demonstration of Parsons Environmental Planning Toolkit (PEPT), 2004

California Chapter APA, 2002 State Conference Session speaker, "Mariposa County General Plan: Building Backwards," San Diego, October 2002.

University of California Hasting College of the Law, Hasting West-Northwest Journal of Environmental Law and Policy Sixth Annual Environmental Law Symposium "Smart Growth: How Smart Is It?" "Lessons Learned Implementing Smart Growth Strategies", San Francisco, CA, March 2001.

Metropolitan Water District of Southern California Workshop on Watershed Management, Session Leader, October 2000.

National University, Management 635, lecturer: Selling in a consulting firm, Dick Milbrodt professor, July 1998.

Water Environment Federation, 1997 National Conference Speaker, "Not in My Back Forty; Santa Rosa's Water Reuse Program," Chicago, Illinois.

Association of Environmental Professionals, 1997 Statewide Conference Speaker, "Environmental Planning in the information Age: The Internet and other New Technologies," San Francisco, CA.

Nevada Water Pollution Federation, 1997 Statewide Conference Speaker, "Reuse Opportunities of the Santa Rosa Long-Term Wastewater Project," Las Vegas.

California State Polytechnic University San Luis Obispo, Planning 102, guest lecturer, 1997.

CalTrans Land Planning Workshops, 1996

California Chapter APA Conference, speaker, "Permit Regulatory System," Santa Cruz, CA, 1979.

National Association of Home Builders, 1979 National Conference Speaker, "Breckenridge Development Code," Las Vegas.

Workshops, "Land Use Development Guidelines": Breckenridge, CO; Boulder, CO; Bozeman, Montana; Las Vegas, NV; Placerville, CA; Redding, CA, New Orleans, LA: 1978 - 1979.

American Institute of Planners, National Conference Speaker, "Breckenridge Development Code," New Orleans, 1978.

AWARDS

American Planning Association, Arizona Chapter, Multi-Agency Plan State Award, Davis-Monthan AFB-City of Tucson-Pima County-Arizona Department of Commerce, Joint Land Use Study, 2004.

American Planning Association, California Chapter, Northern Section, Award of Merit for Innovative Use of Technology, "Santa Rosa Subregional Long-Term Wastewater Project," 1998.

Association of Environmental Professionals Outstanding Environmental Analysis Document, "Santa Rosa Subregional Long-Term Wastewater Project Draft EIR/EIS," May 1997.

American Planning Association, California Chapter, Sacramento Valley Section, Award for Outstanding Comprehensive Planning Program, City of Folsom General Plan, 1989.

American Planning Association, California Chapter, Sacramento Valley Section, Award for Outstanding Comprehensive Planning Program, South Tahoe Public Utility District Mitigation Program 1983-1987, 1988.

American Institute of Planners Meritorious Program Award for the Breckenridge Colorado Development Code, 1978.

PROJECTS

Environmental Documentation

- City of Auburn, CA
Auburn Airport Master Plan EIR
- California Tahoe Regional Planning Agency
California Tahoe Regional Plan EIR, 1976
- City of Ceres, CA
North Central Annexation EIR, 1990
- City of Davis, CA
Mace Ranch Park EIR, 2002
- City of Dixon, CA
Southwest Dixon Specific Plan EIR, 1994
- East Incline Improvement District
Water Quality Improvements, 2016
- City of Gustine, CA
Valley Vista Apartments MND, 2012
SR Solis Solar PV MND, 2012
- Incline Village, NV
East Incline Village Water Quality
Improvement Project NEPA, 2015
- City of Lodi, CA
Pro-Style Sports Complex, 2001
- Town of Loomis, CA
SPMUD Diversion Line IS/MND, 2015
- County of Marin, CA
Marin County Airport (Gnoss Field) EIR
- Mariposa County, CA
General Plan EIR, 2006
Catheys Valley Community Plan Negative
Declaration, 2007
Road Standards Negative Declaration, 2007
Catheys Valley Supplemental EIR, 2010
- Mount Shasta Ski Park, CA
Mount Shasta Ski Park Master Plan
EIR/EIS/Scoping
- New Life Christian Center
New Life Christian Center Project MND, 2012
- Ohlone College
Ohlone College Master Plan EIR
- Plumas-Eureka Community Services District
Arsenic Mitigation Permitting 2016-2018
- Redwood City, CA
Saltworks Project Environmental
Documentation, 2010-2012
- City of Rocklin, CA
Rocklin Civic Center Specific Plan EIR
- City of Rohnert Park, CA
Stadium Area Master Plan EIR, 2006-2008
- City of Sacramento, CA
Sacramento River Marina EIR
- City of San Joaquin
Rose Solar EIR Review, 2012
San Joaquin General Plan EIR, 2012-2014
- Santa Clara County, CA
Stanford University General Plan, 2000
- Santa Rosa, City of, CA and US Corps of
Engineers
Santa Rosa Sub-regional Long-Term
Wastewater Project EIR/EIS, 2000-2005
- Siskiyou County, CA
Siskiyou County Airports (5) EIRs
Siskiyou Lake Highlands EIR
- Southern Nevada Water Authority, NV
In-State Water Resource Development
Projects
Clark Lincoln and White Pine Counties
Groundwater Development Project
Virgin and Muddy Rivers
Surface Water Development Project
Three-Lakes-Groundwater Project
Coyote Springs to Moapa Pipeline
- South Placer Municipal Utility District
Diversion Pipeline Permitting, 2015-2016
- South Tahoe Public Utility District, CA
Bayview Well EA, 2007
Indian Creek Reservoir TMDL EA, 2007
Recycled Water Facilities Master Plan
- City of Susanville
Sierra Community Park MND, 2013
Riverside Trail IS/MND, 2015
- Sutter County, CA
Fountainville EIR
- City of Sutter Creek, CA
Housing Element Negative Declaration,
2007
Housing Element Negative Declaration,
2015
Gold Rush Ranch and Golf Resort EIR
editor, 2007-2009
- Tahoe Regional Planning Agency (TRPA), CA
and NV
Kings Run EIS
Tahoe Queen EIR/EIS
- TRPA & PG&E
Echo Lake Dam Replacement EA

TRPA & El Dorado County
El Dorado County Jail at Lake Tahoe
EIR/EIS
Golden Bear Park Draft EIR/EIS
TRPA & South Tahoe Public Utility District
Wastewater Treatment Facility Expansion
Final EIR/EIS/EIS, 1989
Mitigation Program Development, 1980
Mitigation Program Monitoring, 1979 -
1988
Wastewater Holding Pond EIR
Fallen Leaf Lake Sewer Collection
Modification EA
Luther Pass Pump Station EA
Tahoe Keys Water Well EA
Alpine County Alternatives EIS, 2001
TRPA & Lake Tahoe Community College
College Master Plan Relocation EIR/EIS
Child Care and Safety Project EA
TRPA & City of South Lake Tahoe
Lake Tahoe Airport Interim Service
Agreement EA
Air Cal Operations EIR
Loop Road EIS/EIR
Westates Air Service EIR/EIS
TRPA, FAA & City of South Lake Tahoe

Lake Tahoe Airport Master Plan
EIR/EIS/EIS
TRPA, USFS, & Heavenly Ski Resort
Heavenly Ski Resort Master Plan
EIR/EIS/EIS, 1996
Gondola EA, 1998
Tulare County
Bosman Dairy EIR and Use permit
Decision Documents, 2010
Tule River Tribe Wastewater EIR review,
2010
Tule River Tribe Housing EIR review, 2010
SolarGen Solar Projects Processing, 2010
Stone Corral Solar PV EIR, 2012-2013
U.S. Bureau of Reclamation & SNWA
South Valley Facilities Expansion EIS,
2007-2008
City of Ventura, CA
Ventura Keys/Arrundell Baranca
Settlement, 2000
City of West Sacramento, CA
UNOCAL EIR, 1991
Sacramento River Water Filtration Plant EIR
City of Woodland, CA
Wastewater Treatment Plant EIR

Public Outreach and Consent Building

Arizona, State of

Arizona Military Regional Compatibility Plan,
2002

West Valley/Luke AFB
Davis Monthan AFB

City of Auburn, CA

General Plan Growth Policy, 1992

City of Bangor, ME

Kenduskeag Stream Regional Park consensus
group, 1972-73

Chevron Environmental Management Company

Communications Task Force, 2001
eBusiness Task Force, 2001

El Dorado County, CA

Open Space and Conservation Steering
Committee, 1986-87

Missouri Flat Specific Plan Committee,
1988-89

South Tahoe Recreation Master Plan, 1998.

City of Folsom, CA

Folsom General Plan Committee (15),
1988-89

Folsom Recreation Plan outreach, 1988

Humbug/Willow Creek Plan, 1989

Folsom Historic District, 1990

Heavenly Ski Resort and TRPA, CA & NV

Ski Resort Master Plan Community
Workshops, 1996

Mariposa County, CA

Planning Fairs (6), 2001

Agritourism Workshop, 2007

Catheys Valley Community Plan
Workshops, 2007

Mono County, CA

MonoPlan, 1982

Nevada County, CA

General Plan Committee of 500, 1994

Redwood City, CA

Saltworks Project "Understanding the Environmental Review Process", 2010
Saltworks Project "Land Use and Housing Open House Scoping Meeting", 2010
Saltworks Project "Water Supply, Wastewater, Flooding, and Sea Level Rise Open House Scoping Meeting", 2010
Saltworks Project "Natural Resources Open House Scoping Meeting", 2011
Saltworks Project "Transportation, Air Quality, Noise, Greenhouse Gas Emissions Open House Scoping Meeting", 2011

City of Santa Rosa, CA

Alternative Development Workshops, 1995-96
Project Screening Workshops, 1996-97
Preliminary Environmental Analysis Workshops 1997

City of South Lake Tahoe & TRPA

Lake Tahoe Airport Community Education Workshop
Lake Tahoe Airport Town Meeting

South Tahoe Public Utility District, CA

Mitigation Task Force, 1980-1985
Alpine County Alternatives Planning Fairs, 2001
Recycled Water Facilities Master Plan and EIR public meetings, 2007

City of Sutter Creek, CA

Gold Rush Ranch and Golf Resort Workshops, 2007-2009

Tahoe Regional Planning Agency/US Forest Service/Heavenly Ski Resort

Master Plan committees, 1990's

U.S. Bureau of Reclamation & SNWA

South Valley Facilities Expansion EIS scoping meetings, 2007-2008

City of Ventura, CA

Ventura Keys/Arrundel Barranca Settlement public meetings, 2000

Woodland, CA

Woodland Area General Plan Committee, 1974 - 1975

Community & Regional Planning

City of Auburn, CA

Auburn General Plan, 1992

Arizona, State of

Arizona Military Regional Compatibility Plan
West Valley/Luke AFB area, 2002
Davis-Monthan AFB area, 2002

City of Bangor, ME

Bangor General Plan, 1972
Open Space Plan, 1972

Town of Breckenridge, CO

Comprehensive Plan, 1978
Historic District Designation, 1977
Directional Sign Plan, 1977

Blue River Commercial Corridor Specific Plan, 1978

California Tahoe Regional Planning Agency

Lake Tahoe Regional Plan for California, 1976

CTRPA Housing Plan, 1976

Community of Delhi (Merced County), CA

Delhi Community Plan, 1979

Dominican Republic

National Strategic Plan, 2000

El Dorado County, CA

El Dorado County Airport Location Study, 1988

Meyers Area Community Plan, 2013

Missouri Flat Specific Plan, 1989

Open Space and Conservation Element, 1987

South Tahoe Recreation Plan, 1998

City of Folsom, CA

Folsom General Plan, 1988

Folsom Recreation Plan, 1988

Folsom Historic District Specific Plan, 1988

Humbug/Willow Creek Specific Plan, 1989

Jewett Square Developers, Bakersfield, CA
Jewett Square Specific Plan, 1981
Town of Loomis, CA
Costco Project Processing, 2018
City of Malibu, CA
Malibu General Plan, 1992
Mariposa County, CA
General Plan Update, 2000-2006
Catheys Valley Community Plan,
2007-2012
Road Standards, 2007
Mono County, CA
Community Plan for Mammoth Lakes,
1982
Nevada County, CA
Nevada County General Plan,
1992-1994
City of Oakdale, CA
Oakdale General Plan, 1992
PDVSA (National Oil Company), Venezuela
Desarrollo Armonico de Oriente (DAO),
1998

City of Ripon, CA
Ripon Specific Plan
City of Rocklin, CA
Civic Center Specific Plan, 1993
City of San Joaquin
General Plan Update, 2014
City of Sutter Creek
Gold Rush Ranch Specific Plan rewrite, 2010
General Plan and Zoning Amendment, 2010
General Plan Update, 2012
General Plan Annual Review, 2013
City Planner, 2012-date
City of Taft, CA
Downtown Redevelopment Plan
South Tahoe Public Utility District
Export Pipeline Location Study
City of Woodland, CA
Woodland General Plan 1975
Woodland General Plan Update 1986
Woodland Level of Service Study

Regulation Development

Town of Breckenridge, CO
Development Code, 1978
Design Guidelines, 1977
California Tahoe Regional Planning Agency
Code of Ordinances, 1976
Shorezone Ordinance, 1975
City of Ceres, CA
Ceres Downtown Design Guidelines,
1992
Kern County, CA
Zoning Ordinance Update
City of Selma, CA
Downtown Redevelopment Design Standards

City of Sutter Creek, CA
Oak Woodland Guidelines
Zoning Code Update, 2010
City Design Standards, 2015
City of Taft, CA
Downtown Design Guidelines
Tahoe Regional Planning Agency, NV & CA
Ordinance Update
City of Woodland, CA
Level of Service Plan, 1988
Landscape Ordinance, 1973
Sign Ordinance, 1973

Site Planning

- | | |
|---|---|
| Auburn Boulevard Veterinary Hospital
Site Master Plan, Sacramento, CA,
1979 | El Dorado County, CA
Missouri Flat Specific Plan |
| City of Bakersfield, CA
Stockdale Estates Subdivision Plan
(Sections 8 and 9), 1981 | Kern County, CA
Zoning Ordinance Update |
| City of Bangor, ME
Kenduskeag Stream Regional Park,
1972 | City of Paso Robles, CA
Airport Industrial Park |
| Downtown Pedestrian Park, 1972 | City of Selma, CA
Downtown Selma Revitalization Plan |
| Neighborhood Redevelopment Street
Improvements, 1972 | Industrial Park Plan |
| Town of Breckenridge, CO
Blue River Commercial Corridor
Specific Plan, 1978 | Siskiyou County, CA
Siskiyou Airport Industrial Park Plan |
| Chevron Richmond CA Refinery
Castro Site Strategic Plan, 2001 | Sutter Bay Company
Sutter Bay Specific Plan, Sutter County |
| | City of Wasco, CA
Wasco Industrial Park Plan |

Contract Staff

- | | |
|--|---|
| City of Sutter Creek, CA
Contract Planner for the Gold Rush
Ranch Project Approval, 2007-2010
Contract Planner for Development
Review, 2010 – 2018
City Planning Staff, 2010-2018 | Southern Nevada Water Authority
Safety Manager for the in-state water
resource projects 2004-2006
Contract staff human resource manager
for the in-state water resource projects
2003-2006
Environmental and planning staff for the
in-state water resource projects |
| City of Ridgecrest, CA
Planning Director | County of Tulare, CA
On-Call staff, 2009-2017 |
| Leavell Ranch
On-Call services, 2013 | City of Winters, CA
Planning Director, 1973-1975 |
| Town of Loomis, CA
On-Call Staff 2018 | |

Expert Witness

- | | |
|---|--|
| City of Truckee, CA
Zoning Challenge | Lake Tahoe Basin, NV
Litigation Settlement (confidential) |
|---|--|



Robert Brueck

Partner

p 775-267-7202

rbrueck@haugebrueck.com

EDUCATION

B.S. in Design with
emphasis in Urban
Planning, 1989

Certified Program
Manager, 2006

AREAS OF SPECIALIZATION

Program/Project
Management
Planning
Environmental Compliance
Resource Management
Permitting
Public Involvement
Contract Staffing

Robert Brueck specializes in the management and preparation of environmental and planning documents for public and private clients. Specific environmental documentation experience has included documents prepared for the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Tahoe Regional Planning Agency (TRPA), and state and federal permitting. Specific planning experience has included Master Plans, Annexations, Zone Changes, and General Plan Amendments. Mr. Brueck has performed many of his assignments in the western United States, including Lake Tahoe, and has a broad knowledge of the various rules and regulations that govern development within this heavily regulated area.

Rob's expertise includes coordinating interdisciplinary team efforts with client needs and expectations; organizing and conducting public and agency dialogue; carrying out a wide variety of natural resource analyses; refining and integrating work products from interdisciplinary team members; assuring compliance with myriad environmental laws and regulations; and producing highly readable, graphically effective, and legally adequate project reports and environmental compliance documents.

Specific technical abilities include recreation and land use analysis and scenic assessment. Rob's recent experience includes the management of environmental documentation for the Lake Tahoe Community College (Facilities Master Plan EIR), TRPA and Placer County (Homewood Ski Area Master Plan EIR/EIS and Dollar Creek Shared Use Trail IS/IEC), TRPA and the USDA Forest Service, LTBMU (Heavenly Mountain Resort Master Plan EIR/EIS/EIS), TRPA and El Dorado County (Meyers Area Plan IS/IEC), and the TRPA and Tahoe Resource Conservation District (Lake-Wide Aquatic Invasive Plant Control Plan IS/IEC).

EMPLOYMENT SUMMARY

2006-DATE: Hauge Brueck Associates, LLC. Partner

1989-2006: Parsons/Harland Bartholomew & Associates.
Principal Planner

REPRESENTATIVE TAHOE PROJECTS Environmental Documentation

South Tahoe Public Utility District, CA

A-Line Phase I Export Pipeline Replacement
Project EIR/EIS/EIS

A-Line Phase II Export Pipeline Replacement
Project IS/EA

A-Line Phase III Export Pipeline
Replacement Project IS/EA

B-Line Phase II Export Pipeline Replacement
Project IS/EA

B-Line Phase III Export Pipeline
Replacement Project EIR/EIS/EIS

Angora Water Tank Replacement Project
IS/EA

Grizzly Mountain Pump Station IS/IEC

Luther Pass Pump Station Emergency Power
Project IS/EA

State of California

CTC South Tahoe Greenway Shared-
Use Trail Project IS/IEC/EA

CTC Tahoe Pines Bio and Cultural Studies

Tahoe Regional Planning Agency (TRPA), CA and NV

Boulder Bay Community Enhancement
Program Project EIS

Domus Affordable Housing Project Regional
Plan Amendments

Environmental Thresholds Update and
Interim Allocations EAs

TRPA & El Dorado County

Meyers Area Plan IS/IEC

San Bernardino Bike Trail IS/IEC (awarded)

TRPA & Placer County

Homewood Mountain Resort Ski Area Master
Plan EIR/EIS

Dollar Creek Shared-Use Trail IS/IEC

TRPA & Lake Tahoe Community College

Fine Arts Center IS/IEC

New Gymnasium and Cafeteria IS/IEC

Child Development Center and Safety
Lighting Project IS/IEC

Facilities Master Plan EIR/EIS

TRPA, USFS, & Heavenly Ski Resort

Heavenly Ski Resort Master Plan (and
Amendment) EIR/EIS/EIS

Gondola EA

Ski Lift and Ski Run EA

Heavenly Mountain Resort Epic Discovery
Project EIR/EIS/EIS

Tahoe Resource Conservation District

Lake-Wide Aquatic Invasive Plant Control
Plan IS/IEC

University of California, Davis

Tahoe Environmental Research Center
EIR/EIS



Christy Consolini
Senior Environmental
Planner

p 916-283-5800x103

cconsolini@haugebrueck.com

EDUCATION

B.A. with Honors in
Environmental Studies with
an emphasis in Policy and
Planning, 1998, UC Santa
Cruz

**AREAS OF
SPECIALIZATION**

Program/Project
Management
Environmental Compliance
Resource Management
Planning
Permitting
Public Involvement
Contract Staffing

Christy Consolini has over 20 years of experience in environmental planning, and project and program management with an emphasis on CEQA/NEPA/TRPA, policy, and multidisciplinary problem solving. Her experience includes various types of document preparation, general research, and achieving multiagency consensus on projects. Ms. Consolini is experienced in the management and preparation of EIRs, EISs, addenda, Initial Studies, EAs, Negative Declarations, CEs, construction specifications, permits, Housing Elements, biological survey reports, and General Plans, as well as planning staff services.

Ms. Consolini provides environmental analysis and review and ensures environmental compliance with CEQA, NEPA, and TRPA, which currently includes the Bollinger Valley EIR, On-call staff services for the City of Sutter Creek, including General Plan updates, staff services to process the Loomis Costco Project, Loomis Diversion Pipeline IS/MND/permitting/ environmental monitoring, Douglas County Water Systems Project, Tourist Core Area Plan Amendment IS/IEC in South Lake Tahoe, and the Tahoe South Events Center Project. Other recent experience includes the Meyers Area Plan TRPA/CEQA compliance, Plumas Eureka Community Services District Water Treatment Plant Project, City of Loyalton Sanitary Sewer Rehabilitation Project, the East Incline Village WQIP NEPA/CEQA compliance, Heavenly Epic and run-widening projects, Homewood Resort Master Plan EIR/EIS, Boulder Bay EIS, Dollar Creek Shared-Use Trail, and South Tahoe Greenway Trail. Her work focuses on land use, visual and scenic resources, recreation, population, housing, socioeconomics, public services and utilities, project compliance, document review, public outreach, project management, analysis criteria development, safety planning, quality control, and other project-specific manuals.

Ms. Consolini served as the Environmental Manager for the Freeport Regional Water Authority, where she oversaw the environmental compliance work on a \$900-million regional water supply program. Her responsibilities included the EIR/EIS and addenda, ROD, BAs, USFWS and NOAA BOs, permits, environmental training and monitoring, and was highly involved in public outreach and interagency consensus building, review of plans and specifications, RFPs, safety training documentation, property acquisition.

EMPLOYMENT SUMMARY

2008-DATE: Hauge Brueck Associates, LLC. Senior
Environmental Planner
1997-2008: Parsons. Senior Environmental Planner

6 RECENT PROJECTS



Lake Tahoe Community College University Center IEC and Facilities Master Plan EIR/EIS



Lake Tahoe Community College
One College Drive
South Lake Tahoe, CA 96150
(916) 300-7440
Contact: Al Frangione

HBA is currently managing the environmental documentation for the Lake Tahoe Community College Facilities Master Plan. The Master Plan includes expansion of classroom facilities, onsite student living, parking improvements, and pedestrian/bike connections to adjacent transportation networks. HBA is also managing the preparation of the University Center and North Parking Lot TRPA IEC, which adds classrooms for a 4-year degree program. While at the Parsons Corporation, HBA staff prepared environmental documentation for implementation of LTCC Master Plan projects, including:

- TRPA EA and LTCC Neg Dec for the Child Development Center
- EA/Neg Dec for Phase II North (Fine Arts Addition)
- IEC/Neg Dec for the LTCC Relocatable Classroom/Parking Lot project.
- IEC/Neg Dec for Tahoe Parents Nursery School
- EA/Neg Dec for Phase II South (PE and Cafeteria)

Services Provided

- Program management
- Project development and initiation
- Environmental documentation - CEQA and TRPA
- Regulatory compliance and permitting
- Timber Harvest Plan management

Issues Addressed

- Land use compatibility and Community Plan amendment
- Parking and circulation
- Biological resources including wetlands and stream environment zones
- Cultural and historic resources
- Air and noise emissions
- Land coverage
- Facilities layout and design

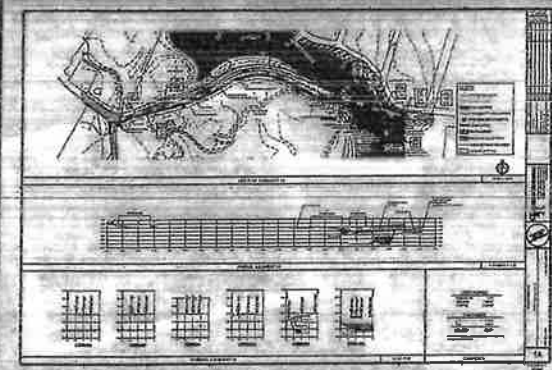
Meeting the Challenge

- Coordinating with multiple agencies (LTCC, TRPA, City of South Lake Tahoe, and California Tahoe Conservancy) on the Master Plan, proposed land swap, and facilities layout.
- Preparing a separate IEC for the UC Building and North Parking Lot due to existing funding for those components.



Services completed:
2016 - ongoing

Project Manager:
Rob Brueck



Susanville Riverside Drive Trail Project

*City of Susanville
720 South Street
Susanville, CA 96130
(530) 257-1045
Contact: Dan Newton and Jared
Hancock*

The City of Susanville proposed to construct 1,920 linear feet of Class I pedestrian and bike trail along Riverside Drive from Riverside Park to the Susan River, with a bicycle/pedestrian bridge crossing over the Susan River. The trail includes a 10-foot wide paved travel way with two-foot wide shoulders on either side of the trail. Although four bridge designs were developed and assessed, it was determined that impacts to sensitive resources north of Riverside Drive could be avoided by locating the trail on the abandoned mill levee maintenance road on the south side of Riverside

Drive. Two bridge designs were developed to avoid impacts to riparian habitat and wetlands, as well as the floodway. The purpose of the project is to address an existing safety hazard occurring on Riverside Drive due to a lack of pedestrian and bicycle facilities in the area, which links residential and recreation uses with commercial centers in the City.

Services Provided

- Alternative development and evaluation of four alignments
- Cultural excavation
- Wetland delineation
- Biological Surveys
- Hazardous materials study
- Hydrology and Floodplain analysis

- Preparation of an Initial Study/ Mitigated Negative Declaration
- Preparation of NEPA CatEx

Issues Addressed

- Protected species and habitat
- Wetland avoidance
- Cultural resources
- Water quality and hydrology protection
- Potential hazardous materials

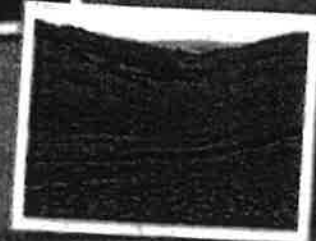
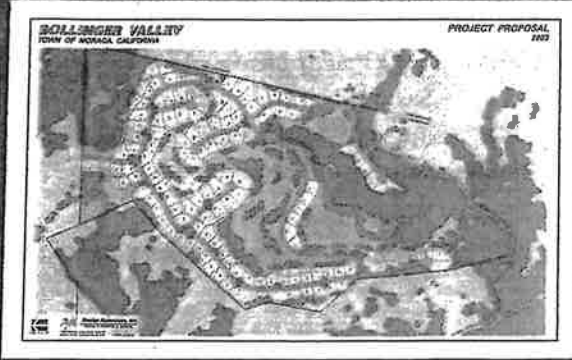
Meeting the Challenge

- Completion within short schedule
- Coordination with Caltrans
- No challenges to the document

Services completed:
IS/MND certified
June 17, 2015

Project Manager:
Anders Hauge

C a l i f o r n i a



Bollinger Valley Project EIR

*Town of Moraga
329 Rheem Boulevard
Moraga, CA 94556
(925) 888-7041
Contact: Derek Farmer*

The Bollinger Valley Project proposes to establish land use designations and zoning on two parcels covering 186.33 acres in Bollinger Valley within the Town of Moraga in Contra Costa County. The Project area is designated as "Study" in the Town's General Plan due to the location of the parcels on an area hillside/canyon. The Project would amend the General Plan land use designation on 92 acres from Study to Residential-2 dwelling units per acre, and would adopt zoning as Single Family

Residential Planned Development with Density Transfer to provide entitlements for up to 126 detached single-family homes. The remaining 94.33 acres would become Open Space. The EIR analyzed five alternatives including No Project, two substantially reduced developments, and two moderately reduced developments.

Services Provided

- Alternatives Development
- Scoping
- Visual simulations
- Traffic studies
- Geotechnical studies
- Hydrology analysis
- Cultural surveys
- Wetland delineation

- Biological surveys
- Noise assessment
- Preparation of an Environmental Impact Report
- Preparation of Staff Reports and Presentations

Issues Addressed

- Development density
- Protected species and habitat
- Wetland avoidance
- Geological constraints
- Traffic
- Emergency Access

Meeting the Challenge

- Coordination with Town, applicant, and applicant's representatives
- Controversial Project

**Services completed:
EIR 2018**

**Project Manager:
Rob Brueck**

BOARD AGENDA ITEM-Approval of Contract Proposal for Title 5 Risk Assessments for Hamilton High School Expansion

This Agenda Item requests the approval of a contract with PlaceWorks, Inc. for specified studies required by the California Department of Education (CDE) as a part of the Site Approval process for the Hamilton High School Expansion. Title 5 requirements obligate the District to certify that there is no or minimal risk to staff or students from specified site hazards. CDE approval of the use of the proposed expansion site as a school site will require a Pipeline Safety Hazard Assessment (PSHA), Rail Safety Study (RSS), and Dam Inundation Study as a part of the approval process. This is a separate set of requirements from the California Environmental Quality Act (CEQA) and Department of Toxic Substances Control review and approval processes.

PlaceWorks is a highly qualified environmental engineering firm, with extensive experience in public school site study and permitting processes throughout Northern California. The total cost of the proposed required studies is \$15,333.00

District staff recommends approval.



January 21, 2019

Diane Holliman
Chief Business Official
Hamilton Unified School District
620 Canal Street
Hamilton City, CA 95951

Transmitted via e-mail: DHolliman@hudschools.org Diane Holliman, Hamilton Unified School District; MSCannon_efpm@msn.com Mike Cannon, SchoolWorks, Inc.

Subject: Proposal: Title 5 Risk Assessments for Hamilton High School Expansion, Hamilton City, Glenn County, California [P2019-0113N]

Dear Ms. Holliman:

Thank you for inviting PlaceWorks to submit this Pipeline Safety Hazard Assessment (PSHA), Rail Safety Study (RSS), and Dam Inundation Study scope of work and cost estimate for the Hamilton High School Expansion project. It is our understanding that the Hamilton Unified School District (District) proposes to acquire an approximately 45-acre parcel and expand the existing school facilities at 620 Canal Street in Hamilton City, Glenn County, California.

The California Department of Education (CDE) requires a PSHA to be completed for all hazardous liquid pipelines, natural gas pipelines, and large volume (>12 inches in diameter) water pipelines that are located within 1,500 feet of a new school site. Based on preliminary information from the National Pipeline Mapping System (NPMS) and the Pacific Gas and Electric (PG&E) gas pipeline interactive maps, there are two PG&E natural gas transmission pipelines approximately 500 feet northeast of the site. The high pressure natural gas lines could potentially impact the school site. The Glenn-Colusa Irrigation District and local water purveyors will also be contacted to determine the location and operating parameters of all large volume water pipelines.

In addition, CDE requires a RSS to be conducted for all active rail lines within 1,500 feet of the school site. There is a railroad easement owned by California Northern Railroad Company approximately 500 feet northeast the school site. Based on a review of dam inundation maps and studies from the California Governor's Office of Emergency Services (CalOES), the school site is located within the dam inundation zones of Black Butte Dam, approximately 17 miles to the east, and Shasta Dam, approximately 69 miles to the north of the site. The CCR regulation states that a school site shall not be within an area of flood or dam flood inundation unless the cost of mitigating the flood or inundation impact is reasonable. A comprehensive dam inundation study, with flood evacuation procedures included within the study, will be prepared to satisfy the CDE requirements.

Task 1 – Pipeline Safety Hazard Assessment

There are two PG&E natural gas transmission pipelines and no other hazardous liquid pipelines within 1,500 feet of the school site. A Stage 2 analysis will be conducted, as per the CDE protocol. The analysis will be performed in accordance with the latest CDE protocol, *Guidance Protocol for School Site Pipeline Risk Analysis (2007)*. In addition, the Glenn-Colusa Irrigation District and local water purveyors will be contacted to determine if there are any large-volume water pipelines within 1,500 feet of the school site. All large-volume (≥ 12 -inches in diameter) water pipelines, including the Glenn-Colusa Canal, within the 1,500-foot radius will be evaluated to determine the potential for flooding at the school site.

The analysis will consist of the following tasks:

Determine Pipeline Characteristics. The following agencies will be contacted to obtain information regarding the pipelines:

- » Pacific Gas and Electric Company – pipeline maps, information on pipeline operating pressures, dates of installation, recent repairs, and location of isolation valves.
- » Glenn-Colusa Irrigation District – map and operating characteristics for Delta Mendota Canal.
- » Local water purveyors – operating pressure, flow rate, and pipeline maps for water pipelines.

Determine Land Use and Local Terrain Data. Adjacent land uses, terrain, structures, street grade, storm drains, and utility easements will be identified, with emphasis on the following:

- » Structural features, such as retaining walls, buildings, open storm drains, etc. that could block a jet flame or flammable vapor cloud
- » Potential combustion sources, both stationary and mobile, between the pipeline and the school site, such as motor vehicles, residential home water heaters, commercial/industrial facilities with external combustion sources (i.e., boilers).

Conduct Consequence Analysis. Given a release from the natural gas pipeline and petroleum pipeline, the following hazards are considered:

- » Radiant heat from a jet flame
- » Flammable vapor cloud

The discharge rates and durations for both pipeline ruptures and leaks will be determined. Two types of release scenarios will be assumed: 1) a complete line break along the pipeline route that would occur 20% of the time, and 2) a leak through a one-inch hole that would occur 80% of the time. The distance at which no adverse impact is expected to occur to human health will be determined, which is defined as follows:

- » Distance to direct contact with a jet flame
- » Distance to a radiant heat level of 5,000 BTU/hr-ft²
- » Distance to a flammable vapor cloud's lower flammability limit (LFL)

Estimate Potential Risk. Based on the results, the probability of a hazard footprint reaching the school will be calculated, as well as the fatality risk to students or staff attending the school. If the calculated fatality risk is less than one in a million (i.e., 1×10^{-6}), the risk is not considered significant and no further risk analysis is required. If the calculated risk is greater than one in a million, potential mitigation measures will be evaluated. In addition, population risk estimates will be calculated, as per the latest CDE protocol.

Estimate Potential Flooding from Water Pipelines. For the identified large diameter (≥ 12 inches) water pipelines identified within 1,500 feet of the school site, the potential for flooding will be evaluated in accordance with CDE guidelines. Although no specific criteria have been established by CDE as a threshold of significance for flooding at a school site, a water depth of 12 inches or greater is a trigger that warrants further evaluation. The results of modeling efforts will be documented in a draft report that is signed and stamped by a California Registered Engineer.

Task 2 – Rail Safety Study

The scope of work for the RSS is designed to identify rail lines located within a 1,500-foot radius of the school site and to determine the actual or potential endangerment to school occupants from an incident (derailment or other accident) that could occur along the rail line. Based on a review of Google Earth maps, there is one railroad easement operated by California Northern Railroad (CFNR) approximately 500 feet northeast of the school site, and there is one at-grade crossing within 1,500 feet of the proposed school site. The RSS will include the following:

Collection of Existing Information. Based on interviews with regulatory agencies (Federal Railroad Administration and California Public Utilities Commission, Rail Safety and Carriers Division) and railroad owners and operators, PlaceWorks will determine the following:

- » Location and distance of rail lines to the school
- » Track configuration (number, elevation, curvature, track conditions, switching equipment, signage and warning systems)

In addition, PlaceWorks will conduct a site reconnaissance during typical school hours to determine the following:

- » Type of rail traffic on the lines
- » Average number of freight trains per day
- » Number of engines and number of rail cars per train
- » Type of track (bolted or welded)
- » Average speed of trains
- » Number of at-grade crossings (requires horn blow)
- » Condition of track, crossings, and evidence of trespass along the tracks
- » Other potential safety issues

Documentation of the condition of the track and other relevant information will be provided in a photographic essay attached to the report.

Incident Analysis. Based on information collected previously, PlaceWorks will conduct an incident analysis to determine the probability that a student or faculty at the school could suffer an injury or fatality resulting from an incident or accident along the rail line within a 1,500-foot radius of the school. Statistics on accident data from the Federal Railroad Administration will be used to determine the probability of an incident or derailment per million train miles. Information obtained from the railroad owner/operator, site reconnaissance, and other sources will be used to develop site-specific probabilities of injury or fatality, given characteristics of the track, train speed, etc. Safety issues that drive the risk will be identified.

Additional Issues. In addition, PlaceWorks will identify all highway-rail crossings within a 1,500-foot radius of the school site, evaluate the adequacy of safety devices, determine past accident history at the crossings, and determine whether students would have to use these crossings to reach the school site, based on the school attendance area. The potential for noise and vibration related impacts from operation of the trains and the sounding of warning horns while approaching highway-rail crossings also will be evaluated with respect to the impact on outdoor and indoor noise levels at the school site.

Task 3 – Dam Inundation Study

Based on a review of dam inundation maps and studies from the California Governor's Office of Emergency Services (CalOES), the school site is located within the dam inundation zones of Black Butte Dam, approximately 17 miles to the east. Additionally, the site is 69 miles south of Shasta Dam and is located within the Shasta Dam inundation zone. This is not necessarily a constraint that would prevent occupancy of the school site. However, the potential risk to the safety of students and staff at the school site needs to be evaluated. The inundation analysis will be performed in accordance with the California Code of Regulations (CCR), Title 5, Section 14010 (g) requirements. The dam inundation study would include the following tasks:

- » Determine the structural integrity and safety of the dams,
- » Evaluate the likely severity of dam failure,
- » Determine the potential flood levels at the school site and warning time for evacuation (based on the flood inundation maps and flood travel times),
- » Determine the impact of dam failure on student and staff safety, and
- » Develop emergency notification and evacuation procedures for the school site, if needed.

If information obtained from the Division of Safety of Dams and modeling efforts indicate that potential flood levels will be above a level of concern (i.e., 12 inches according to CDE guidelines) or there is not adequate warning time for evacuation, potential design criteria and emergency notification and evacuation procedures will be proposed. A draft copy of the report will be provided for your review prior to final submittal.

Proposed Schedule

It will take approximately four to six weeks to complete the draft reports. We will work to expedite the process but it is dependent on receiving information from the pipeline agencies in a timely manner. The PSHA and RSS reports will be signed and stamped by a registered engineer.

Cost Estimate

PlaceWorks will provide the services described herein in accordance with our standard fee schedule. The estimated cost is \$15,333.00 (see tables below).

Task 1 – Pipeline Safety Hazard Assessment

TASK ELEMENT	UNIT	UNIT COST	NO. UNITS	COST
BURDENED LABOR COST				
Principal Engineer	Hour	\$230	2	\$460
Senior Engineer	Hour	\$165	20	\$3,300
Project Scientist	Hour	\$115	6	\$690
Graphic Artist I	Hour	\$90	2	\$180
Clerical	Hour	\$75	1	\$75
LABOR COST SUBTOTAL				\$4,705
OTHER DIRECT COSTS				
Copies, Postage, Etc.	Each	\$50	1	\$50
OTHER DIRECT COSTS SUBTOTAL				\$50
TOTAL ESTIMATED BUDGET				\$4,755.00

Task 2 – Rail Safety Study

TASK ELEMENT	UNIT	UNIT COST	NO. UNITS	COST
BURDENED LABOR COST				
Principal Engineer	Hour	\$230	4	\$920
Senior Engineer	Hour	\$165	24	\$3,960
Graphic Artist I	Hour	\$90	1	\$90
Clerical	Hour	\$75	1	\$75
LABOR COST SUBTOTAL				\$5,045
OTHER DIRECT COSTS				
Mileage	Each	\$0.54/mi	312	\$168
OTHER DIRECT COSTS SUBTOTAL				\$168
TOTAL ESTIMATED BUDGET				\$5,213.00

Task 3 – Dam Inundation Study

TASK ELEMENT	UNIT	UNIT COST	NO. UNITS	COST
BURDENED LABOR COST				
Principal Engineer	Hour	\$230	4	\$920
Senior Engineer	Hour	\$165	24	\$3,960
Graphic Artist I	Hour	\$90	4	\$360
Clerical	Hour	\$75	1	\$75
LABOR COST SUBTOTAL				\$5,315
OTHER DIRECT COSTS				
Copies, Postage, Etc.	Each	\$50	1	\$50
OTHER DIRECT COSTS SUBTOTAL				\$50
TOTAL ESTIMATED BUDGET				\$5,365.00

Acknowledgement

This proposal shall remain valid for a period of 90 days from the time of submittal. The attached Service Authorization, which includes our General Terms of Consulting Agreement, is a part of this proposal. If the contents of this Proposal and Agreement are satisfactory, please indicate your approval by signing the Service Authorization and sending it to our corporate office. As Principal, I am authorized to bind PlaceWorks and the project team to the contents of this proposal.

We are excited about the opportunity to assist SchoolWorks, Inc. and the Hamilton Unified School District and will work with you to expedite the analysis. If you have any questions regarding the contents of this proposal, please feel free to contact Steve Bush at 510.848.3815 or by e-mail at sbush@placeworks.com.

Respectfully submitted,

PlaceWorks

Steve Noack, AICP
Principal

Steve Bush, PE
Senior Engineer




SERVICE AUTHORIZATION

PROJECT NO.	P2019-0113N	DATE	January 21, 2019
PROJECT NAME	Title 5 Risk Assessments for Hamilton High School Expansion, Hamilton City, Glenn County, California		

TYPE OF AUTHORIZATION:
 Fixed Price Project Time and Materials Project

 Contract Extension Meetings Extra to Contract

 Reimbursables: No Charge Extra to Contract 10% Markup on Subconsultants

RETAINER:

 \$ _____ Yes* No

*All retainers are either applied to the final invoice or refunded at the close of the project.

BUDGET AMOUNT:

 \$ 15,333 _____ Not to Exceed Estimated

AGREEMENT BETWEEN:

CLIENT	Hamilton Unified School District	CONSULTANT	PlaceWorks
STREET ADDRESS	620 Canal Street	STREET ADDRESS	3 MacArthur Place, Suite 1100
CITY STATE AND ZIP	Hamilton City, CA 95951	CITY STATE AND ZIP	Santa Ana, CA 92707
CONTACT	Diane Holliman	CONTACT	Kara L. Kosel for Steve Bush
Hereinafter referred to as "Client."		Hereinafter referred to as "Consultant."	

This document authorizes the Consultant to execute the following services for the Client as indicated below:

SCOPE AND DURATION OF SERVICES:

See the attached signed scope of work for the Title 5 Risk Assessments for Hamilton High School Expansion, Hamilton City, Glenn County, CA dated January 21, 2019.

SCHEDULE:

Billing will be monthly based upon our standard hourly rates of \$45 to \$250, depending upon the professional's level of expertise.

GENERAL TERMS OF CONSULTING AGREEMENT:

These General Terms are a part of this contract. All of the services to be provided are referred to collectively as the "Work." This Proposal expires if the Agreement is not signed within 90 days from the date that the proposal was issued.

(1) Acceptance and Authorization to Proceed. When Client signs and returns to Consultant a copy of this Proposal or Service Authorization, an Agreement will be formed authorizing Consultant to proceed with the Work as described.

(2) Performance by Consultant. Consultant will use all reasonable efforts to cause the Work to be performed by qualified persons under the supervision of Consultant. Except as provided below, the Work will proceed in accordance with the schedule included in this Agreement.

(3) Scope of Work. The scope of services set forth in this Agreement is based on facts known to Consultant at the time Consultant signed the Proposal or Service Authorization, including, if applicable, information supplied by Client. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the project progresses, facts discovered may indicate that scope must be redefined. Consultant will promptly provide Client with an amendment to this Agreement to recognize the additional information learned and changes in defining the scope and pricing for the Work. Client will have fifteen (15) days after receiving the proposed amendment to sign and return the amendment. If Client fails to sign and return the amendment within that time, Consultant may suspend work until satisfactory arrangements are agreed to in writing by Consultant and Client.

(4) Coordination with Client. Consultant and Client shall cooperate in proceeding with the Work under the direction and approval of the Client's Authorized Representative identified above, which representative or an alternate shall be available for Consultant at all reasonable times. Consultant and Client, recognizing that time is of the essence, agree that oral communications and instructions may be necessary. Consultant will, in the interest of the project, comply with such oral instructions. However, Consultant will promptly confirm its receipt of the oral instructions by sending Client a written memorandum by electronic or regular mail. The instructions will be deemed confirmed by the Client if the Consultant does not receive written withdrawal of or changes to the instructions within five (5) days after Consultant sent the confirmation to Client. If the instructions require changes in scope and pricing for the Work, Consultant will provide Client with an amendment for signature. Client will provide Consultant with access to the property which is the subject of the Work, along with all reports and other information which Client has concerning the Work.

(5) Charges for Work. Client will be charged for, and Client shall pay for without deduction or offset, the Work performed, in accordance with Consultant's current schedule of charges, billing rates, and expense reimbursement policies. Work will be limited by the amount included in the total of estimated costs stated in the proposal unless an increase is authorized in writing by Client. Although Consultant's schedule of charges and billing rates is subject to periodic review and revision, the current schedule will remain in effect for six months from the date a Proposal or Service Authorization is submitted by Consultant. Changes in the scope of the Work must be made in writing and will be charged for in accordance with this Agreement.

(6) Unanticipated Delays. Consultant shall not be liable for time delays or damages resulting from the actions or inactions of government agencies, including but not limited to, permit processings, environmental impact reports, general plans and amendments, and zoning matters. If the Work has not been completed in accordance with the schedule included in this Agreement, through no fault of Consultant, and the parties agree to an extension of the schedule, the fee schedule will be adjusted automatically to Consultant's current posted billing rates. Changes in a Client's Project Manager or changes in government plans, policies, programs, or ordinances may be a basis for Consultant to submit an Amendment to this Agreement addressing the impact of the change.

(7) Reimbursable Expenses. All of Consultant's expenses for document copying, FAX, delivery, travel, services, equipment and facilities are charged to Client at Consultant's cost.

(8) Billing and Payment. Time is of the essence in payment of invoices. Consultant invoices for Work performed will be issued at the close of each calendar month and upon completion of the Work. Any comments or questions which Client has concerning the contents of an invoice or the Work represented by an invoice must be submitted to Consultant in writing within fifteen (15) days after Client receives the invoice. If no such comments or questions are received by Consultant, the Work represented and the invoice shall be considered correct and accepted by Client. If payment for an invoice is not received by Consultant within forty-five (45) days after the date of the invoice, a reasonable late charge will be applied to all amounts outstanding, commencing thirty (30) days after the date of the invoice and continuing monthly until all amounts have been paid in full.

(9) Suspension or Termination. Either party may suspend or terminate the Work at any time upon seven (7) days' written notice to the other party. Client shall pay all amounts due for the Work to the effective date of suspension or termination, plus all costs incurred by Consultant as a result of the termination or suspension.

(10) Client Files. When the Work is completed or this Agreement is terminated and Consultant has been paid in full, Consultant will, upon written request of Client, provide Client with all files reports and exhibits prepared by Consultant in performing the Work, except computer programs or data prepared by or for Consultant in connection with the Work. Reuse of any documents or other

deliverables, including electronic media, pertaining to the project by Client for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables Consultant's written consent, shall be at Client's risk. Client shall indemnify and defend against, and hold harmless from, all claims, losses, liabilities, and expenses asserted against or incurred by Consultant arising out of or connected with any such unauthorized reuse or alteration. Unless instructed otherwise in writing it is Consultant's policy to destroy Clients' files five (5) years after the date of final billing for the Work.

(11) Limitation of Liability. Consultant shall be liable to Client only for losses incurred by Client which are directly caused by (a) the acts or omissions of Consultant, in violation of this Agreement, and (b) willful misconduct or gross negligence of Consultant. Consultant shall not be liable to Client for (a) delays caused by factors beyond the reasonable control of Consultant, or (b) consequential damages. Consultant's liability to Client shall be further limited to the amount available from Consultant's insurance, if any. Except for claims for indemnification, the time period for bringing claims under this agreement expires one year after Consultant issues its final invoice for the Work.

(12) Insurance Cooperation. Client may, at Client's expense, obtain insurance to protect it against any risk resulting from this Agreement or the Work, and Consultant will cooperate with Client in obtaining such insurance.

(13) Indemnity to Consultant. Client shall indemnify and defend against, and hold Consultant harmless from all claims, losses, liabilities and expenses asserted against Consultant by third parties or incurred by Consultant as a result of such third party assertions.

(14) Confidentiality. Consultant will take reasonable steps to protect the confidentiality of information obtained by Consultant in performing the Work, when Client advises Consultant in writing of the confidential nature of such information. Consultant may use Client's name in general descriptions of the Work and services performed by Consultant.

(15) Employee Solicitation. Neither Client nor Consultant shall offer to employ or employ any employee of the other during, and for a period of six (6) months after termination of this Agreement.

(16) Settlement of Disputes. The parties will attempt in good faith to resolve any controversy or dispute arising out of or relating to this Agreement promptly by negotiations. If any party reaches the conclusion that the controversy or dispute cannot be resolved by unassisted negotiations, such party may notify the Judicial Arbitration and Mediation Service ("JAMS"), 500 North State College Boulevard, Suite 600, Orange, California 92668, (714) 939-1300. JAMS will promptly designate a mediator who is independent and impartial, and JAMS' decision about the identity of the mediator will be final and binding. The parties agree to conduct at least eight (8) consecutive hours of mediated negotiations within thirty (30) days after the notice is sent. If the dispute is not resolved by negotiation or mediation within thirty (30) days after the first notice to JAMS is sent, then, upon notice by any party to the other affected parties and to JAMS, the controversy or dispute shall be submitted to a sole arbitrator who is independent and impartial, selected by JAMS, for binding arbitration in accordance with JAMS' Rules for Non-Administered Arbitration of Business Disputes. The parties agree that they will faithfully observe the terms of this paragraph and will abide by and perform any award rendered by the arbitrator. The award or judgment of the arbitrator shall be final and binding on all parties. No litigation or other proceeding may be instituted in any court for the purpose of adjudicating, interpreting or enforcing any of the rights or obligations relating to the subject matter of this Agreement or for the purpose of appealing any decision of an arbitrator, except a proceeding instituted for the sole purpose of having the award of judgment of an arbitrator entered and enforced.

(17) Miscellaneous Provisions.

(a) Amendment. This Agreement may be changed only by a written amendment signed by Client and Consultant.

(b) Interpretation of Agreement. This Agreement shall be interpreted to give effect to its fair meaning and shall be construed as though it was prepared by both parties. This Agreement contains the entire agreement of Client and Consultant, and all prior negotiations, documents, and discussions are superseded by this Agreement. The parties acknowledge there are no applicable representations, warranties, or terms which are not stated in this Agreement. The invalidity of any provision of this Agreement shall not affect the validity of any other provision of this Agreement. Section headings are for convenience and shall not be used in interpreting this Agreement.



(c) **References.** All references to this Agreement include reference to all amendments to this Agreement. All references to the Work include references to all or a part of the Work. References to Client or Consultant include, bind, and inure to the benefit of, their officers, agents, employees, successors in interest and assignees.

(d) **Time and Excusable Delays.** Reference to days in this Agreement means consecutive calendar days including weekends and holidays. The time for performance of an obligation, other than the payment of money, shall be extended for the period during which a party is prevented from performing by the act or omission of the other party, acts of God, government or other force or event beyond the reasonable control of such party.


(e) **Counterparts.** This Agreement may be executed in multiple counterparts all of which shall be one and the same Agreement.

(f) **Attorneys' Fees.** If any action is commenced to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and expenses, in addition to other relief as the court may award.

(g) **Prohibition of Assignment.** No right or remedy under this Agreement may be assigned by any party. Any attempted assignment shall be void.

(h) **Notices.** All notices required or allowed shall be in writing and shall be sent to the addresses shown at the beginning of this Agreement. A party may change its address for notices and consents by giving notice to the other party. Notice may be delivered by personal delivery, facsimile transmission during normal business hours of the recipient, an overnight delivery service, or U.S. Mail sent certified with return receipt requested. Notices and consents are effective on the earlier of the date received, the date of the delivery receipt, or the date delivery is refused, as applicable.

CONSULTANT:

CONSULTANT	PlaceWorks, a California Corporation		
STREET ADDRESS	3 MacArthur Place, Suite 1100		
CITY STATE AND ZIP	Santa Ana, CA 92707		
AUTHORIZED REPRESENTATIVE	Steve Noack	TITLE	Principal
 PlaceWorks' Authorized Representative			1/21/2019 Date

CLIENT:

CLIENT	Hamilton Unified School District		
PROJECT NO.	P2019-0113N		
STREET ADDRESS	620 Canal Street		
CITY STATE AND ZIP	Hamilton City, CA 95951		
AUTHORIZED REPRESENTATIVE	Diane Holliman	TITLE	Chief Business Official
Client's Authorized Representative			Date

Hamilton Unified School District

**EMPLOYMENT CONTRACT
CHIEF BUSINESS OFFICIAL
2019-2022**

This Employment Contract ("Contract") is by and between the Governing Board of the Hamilton Unified School District, hereafter referred to as "Board" or "District," and Kristen Hamman, Chief Business Official, hereafter referred to as "Chief Business Official". This contract supersedes any and all other agreements between the parties as of the date of the commencement of the term of this contract.

NOW, THEREFORE, District and Chief Business Official, for the consideration herein specified, agree as follows:

I. TERM

District, in consideration of the promises by Chief Business Official herein contained, agrees to employ, and Chief Business Official hereby accepts employment as District Chief Business Official of the Hamilton Unified School District for a term commencing July 1, 2019, and ending June 30, 2022.

II. COMPENSATION

- A. District shall pay the Chief Business Official a salary with a base pay of one hundred fifteen thousand dollars (\$115,00.00); (See Exhibit "A")
- B. The District shall provide the Chief Business Official with the same insurance benefits, (health, dental, vision, and life) provided to other classified employees;
- C. Shall be provided the same COLA as other classified employees;
- D. Post-Retirement benefits:

The Chief Business Official will receive the post-retirement benefits as described in the Confidential Classified Agreement dated July 1, 2013.

III. PROFESSIONAL DUTIES AND RESPONSIBILITIES OF CHIEF BUSINESS OFFICIAL.

Under the supervision of the District Superintendent, the Chief Business Official shall be the chief financial officer of the District. This Contract is subject to all applicable laws of the State of California and to the lawful rules and regulations of the Board and the California State Board of Education. Said laws, rules and regulations are hereby made a part of the terms and conditions of this Contract as though fully set forth herein. Chief

Business Official shall perform all duties prescribed by said laws, rules, and regulations, and shall be carried out.

IV. DUTY/NONDUTY DAYS AND OTHER BENEFITS

A. Regular Service

Chief Business Official will work a 12 month contract, 225 days. Sick leave benefits are as described below. The Chief Business Official is a salaried employee and collects no overtime unless otherwise approved by Superintendent. It is understood that the work week/days are modeled after a 40 hour week, M-F and a typical day is 8 hours. Appropriate breaks and a rest period shall be observed as required by law. The Chief Business Official shall provide a calendar of workdays and daily office hours to the District Superintendent on or before July 1 annually. A progress work calendar with backup from the District employee accounting system (AESOP), shall be provided to the District Superintendent by January 15 annually. A final work calendar shall be delivered to the District Superintendent at the conclusion of the work year on or about June 30. The final accounting of days and work times are to be supported by a final report of the District employee accounting system (AESOP). Any times/days worked above the aforementioned 225 days shall require prior authorization from the District Superintendent.

A-1. The Chief Business Official is to attend all regularly scheduled board meetings and any special board meetings that require a report from the CBO or as directed by the District Superintendent.

B. Illness Leave

Chief Business Official shall accrue illness leave at the rate of one (1) day per month per contract year. This leave may accumulate without limit.

C. Other Leaves

District shall provide Chief Business Official with such other leaves, school holidays and benefits as are provided to other classified employees of the District.

V. EVALUATION

A. The District Superintendent will evaluate, in writing, the performance of Chief Business Official annually. The evaluation of the Chief Business Official shall be evaluated before September 1, annually. The Chief Business Official shall remind the District Superintendent

of the requirement under this paragraph no later than one month prior to the date the evaluation is due.

- B. The evaluation shall be related to the duties and responsibilities and the annual goals established by the District Superintendent and Chief Business Official, within applicable law.
- C. The parties agree that the term of Chief Business Official Employment is for the period beginning July 1, 2019 and ending June 30, 2022. Nothing prevents the parties from extending the term of this agreement prior to the end of the term. The parties further agree that the District must notify Chief Business Official of the District's intent to not renew this agreement no later than February 1, of the last year in the agreement's term.
- D. The evaluation format shall be reasonably objective and shall contain at least the following evaluation areas:
 - relationship with the District Superintendent
 - relationship with the community
 - business and operations services leadership
 - staff and personnel relationships
 - personal qualities and development

The evaluation format shall provide for a rating system such that the District Superintendent may indicate whether the performance of Chief Business Official is:

- unsatisfactory
- satisfactory
- outstanding

The evaluation shall assess both overall performance and the specific criteria set forth in the evaluation format.

A copy of the written evaluation shall be delivered to Chief Business Official no later than September 1, of the school year in which the evaluation takes place, and Chief Business Official shall have the right to make a written response to the evaluation. Said response shall be included with evaluation.

- E. If District Superintendent determines that performance of Chief Business Official is unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail. The evaluation shall include recommendations for improvement of all instances where the District Superintendent deems performance to be unsatisfactory and may be included in other instances where The District Superintendent deems such to be appropriate.

VI. PROFESSIONAL GROWTH OF CHIEF BUSINESS OFFICIAL

District encourages the continuing professional growth of Chief Business Official through participation in:

- A. The operations, programs and other activities conducted or sponsored by associations of local, state and national school boards, administrators, educators;
- B. Seminars and courses offered by public or private educational institutions; and
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of Chief Business Official to perform their professional responsibilities for the District.

In its encouragement, District shall permit a reasonable amount of release time for Chief Business Official to attend such matters and shall pay in accordance with Board procedure, necessary travel and subsistence expenses.

VII. EXPENSE REIMBURSEMENT

A. General

The District shall reimburse the Chief Business Official for all actual and necessary expenses, incurred within the scope of employment. Reimbursement shall be in accordance with Board policy.

VIII. TERMINATION OF EMPLOYMENT CONTRACT

This employment Contract may be terminated prior to its normal expiration by:

- A. Mutual agreement of the parties.
- B. Retirement/Resignation of Chief Business Official.
- C. Discharge for Cause.

In the event of discharge for cause, which shall be defined as conduct which is seriously prejudicial to District, this Contract may be terminated. This shall include, but is not limited to, unprofessional conduct, incompetency, neglect of duty, or breach of contract. Should the Board elect to terminate this Contract prior to its expiration pursuant to this section, the Board shall notify the Chief Business Official in writing. Upon request, Board shall serve upon Chief Business Official a reasonably detailed statement of charges. Chief Business Official will be afforded an opportunity for a hearing which shall include the right to be represented by counsel and the right to call witnesses. If Chief Business Official chooses to be accompanied by legal counsel at such hearing, Chief Business Official shall bear any costs therein involved. Such

hearing shall be conducted in closed session. Chief Business Official shall be provided a written decision describing the results of the hearing.

D. GENERAL PROVISIONS.

- A. This Contract is the full and complete Contract between the parties hereto, and it can be changed or modified only by writing, signed by the parties or their successors in interest to this Contract. It supersedes and replaces all other contracts of employment between Chief Business Official and Board.

- B. Except as modified herein, this Contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Governing Board of the Hamilton Unified School District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.

- C. This contract was approved by the Governing Board on _____, 20_____.

IN WITNESS HERETO, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties hereto.

HAMILTON UNIFIED SCHOOL DISTRICT

By: _____
Charles Tracy, District Superintendent

_____ Date

CHIEF BUSINESS OFFICIAL

I hereby accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of Chief Business Official of the Hamilton Unified School District.

By: _____
Kristen Hamman

_____ Date

EXHIBIT A

Salary Schedule

Chief Business Official

2019-2020 (Base) \$115,000.00

Effective 7/1/19 COLA of 2.0%
H&W Cap \$11,370
Master's stipend \$800, BS/BA stipend \$600, AS/AA stipend \$400

HAMILTON UNIFIED SCHOOL DISTRICT

**SB 187 COMPREHENSIVE SCHOOL
SAFETY PLAN**

For Hamilton High School
620 Canal Street
Hamilton City, CA 95951

Sites also included in this plan:
Hamilton Unified School District Office
Ella Barkley High School
Hamilton Adult Education
Hamilton Community Day School

Hamilton Unified School District

PREFACE TO SITE SAFETY PLANS:

The state template requires multiple levels of assignments of staff when a disaster occurs. In larger districts, the multiple layers of committees are functional and important. The reality of smaller districts is that we lack the sheer numbers of personnel to accomplish every committee assignment detailed in the state template. Hamilton Unified School District (HUSD) has designed a modified version of the Incident Command System (ICS) in accordance with the National Emergency Management System known as "NEMS."

The command structure and assignments are as follows for HUSD:

INCIDENT COMMANDER	District Superintendent
ASSISTANT INCIDENT COMMANDER	A site Administrator whose school is not involved in the disaster
INCIDENT COMMAND POST ASSISTANT	District Executive Assistant
DISTRICT PERSONNEL COORDINATOR	Confidential Payroll and Personnel Specialist
SITE COORDINATOR	A site Administrator
FINANCIAL COORDINATOR	Chief Business Official assisted by District Purchasing Agent
MAINTENANCE, OPERATIONS AND TRANSPORTATION	Director of Maintenance, Operations and Transportation and staff
FOOD SERVICE	Director of Nutrition and Child Welfare and staff
REUNIFICATION COORDINATOR	Site Administrative Assistance/Attendance Clerk
STUDENT RETENTION AND SUPERVISION	All Classroom Teachers
PARENT UNIFICATION COORDINATORS	District TOSA's not assigned to classroom supervision, Yard Duty and Instructional aids.
SOCIAL AND EMOTIONAL SUPPORT	District Dean of Students/District Counselors, Glenn County Mental Health.
SEARCH AND RESCUE	Hamilton City Fire Department and Glenn County Sheriff's Office
TRAFFIC CONTROL	California Highway Patrol/Glenn County Sheriff's Office

Hamilton Unified School District

OTHER AGENCY	State and County Office of Emergency Services Red Cross Service Organization and volunteers if available
--------------	--

Duties of each assignment:

INCIDENT COMMANDER	To coordinate the incident in cooperation with the ICS structure alongside responding and allied agencies (Law Enforcement, Fire other emergency and support services). To Serve as Public Information Officer (PIO)
ASSISTANT INCIDENT COMMANDER	To Assist the Incident Commander in the Incident Command Center or serve as IC in the absences of the Superintendent.
INCIDENT COMMAND POST ASSISTANT	To record the minutes of the incident and keep records of the agency and allied agency personnel assigned to the incident. To serve as PIO if necessary.
DISTRICT PERSONNEL COORDINATOR	To access personnel records and service as assistant Incident Command Post Assistant.
SITE COORDINATOR	To coordinate student evacuations, set up emergency shelter or reunification sites, coordinate and direct staff and efforts to shelter in place or evacuate if necessary. Coordinate social emotional support and parent holding and reunification process.
FINANCIAL COORDINATOR	To coordinate financial resources and logistical needs during any incident. Assist Director of Maintenance, Operations and Transportation with student evacuation, building repair or support of food service department.
MAINTENANCE, OPERATIONS AND TRANSPORTATION	Coordinate evacuation, building gas/services in an emergency, assist with logistics of any emergency situation.
FOOD SERVICE	Coordinate food service for students/staff in the event of a prolonged need to house students or staff due to an unforeseen emergency.
REUNIFICATION COORDINATOR	Coordinate the verification of all students. Insure that student records are readily available for evacuation and reunification processes. Insure that

Hamilton Unified School District

	forms for unification housed in Appendix 4 and 5 of the site safety plan are copied and in a backpack ready for transport upon order of evacuation from a site. Insure that students are only released to parents or guardians as listed on the individual student emergency cards.
STUDENT RETENTION AND SUPERVISION	Teachers are to remain with their assigned students and follow the direction of the Incident Commander and Site Coordinator.
PARENT UNIFICATION COORDINATORS	District Teachers On Special Assignment (TOSA) will locate the parent gathering location and reunification site. The TOSA's will coordinate with the student reunification coordinator to ensure the process of reuniting students with parents or guardians listed on the emergency cards.
SOCIAL AND EMOTIONAL SUPPORT	The Dean of Students/District Counselors will create a room for parents who have students who are known to be Injured or deceased. The Counselors will coordinate allied agency services and support for the victims and families.
SEARCH AND RESCUE	Command staff will coordinate site for fire/rescue needs and will be responsible for overall disaster Coordination of the scene.
TRAFFIC CONTROL	Under the direction of the Office of Emergencies Services direct traffic or assist with disaster relief as directed by command staff from the Fire or SO Departments.
OTHER AGENCY	Coordinate support as directed from the command staff of the Fire or SO Departments

Contents

Sb 187: School Safety Plan..... 11

School Safety Planning Committee 12

Hamilton High Safety Plan Signature Page..... 14

Annual Safety Goals 15

 Goal #1 All Students Are Safe and Secure While At School, When Traveling, To and From
 School and When Traveling To and From School Related Activities..... 16

 Goal #2 All Students And Staff Members Are Provided A Safe Teaching And Learning
 Environment..... 16

Promulgation..... 25

Emergency Management Resolution 27

Emergency Letter To Parents/Guardians 28

Legal Requirements Legal Requirements: Authorities And References 30

Child Abuse Reporting Procedures..... 35

 Child Abuse Prevention And Reporting 37

Suspension/Expulsion Policy..... 48

 Suspension and Expulsion/Due Process 49

 Suspension and Expulsion/Due Process (Students w/Disabilities) 77

Dangerous Student Notification..... 86

Sexual Harassment 91

Nondiscrimination/Harassment..... 96

Hate Crime Reporting 116

Hate-Motivated Behavior..... 117

Complaints Concerning District Employees..... 120

Uniform Complaint Procedures (Ucp)..... 124

 Hate Crime Reporting Form 132

Bullying, Cyber-Bullying, Cyber-Crime 135

 Conduct..... 136

Dress Code..... 142

Board Policy And Administrative Regulation 5132 142

Safe Ingress and Egress 143

National Incident Management System (Nims)..... 144

Standardized Emergency Management System (Sems) 144

Hamilton Unified School District

Nims Purpose and Scope	145
Sems Purpose and Scope	145
Sems and Schools	148
Incident Command System (Ics).....	148
Emergency Phases General Information Regarding Emergencies	153
School Emergency Response Teamthe School Emergency Response Team (Sert).....	156
The Roles of The Members of The School Emergency Response Team	158
Command Team.....	158
Operations Team.....	160
Planning Team	166
Logistics Team.....	167
Finance And Administrative Team.....	168
Incident Command System Team Roster	169
Buddy System	175
Emergency Signals.....	176
Alert Cards	177
Emergency Maps	178
Evacuations	182
Evacuation Procedures for Teachers:.....	183
Evacuation of Disabled Students	185
Evacuation of Wheelchair-Confined Individuals.....	186
Emergency Response Supplies	188
Food And Water Management.....	195
Water Management.....	195
Human Water Requirements.....	195
Controlling Water Use	196
Food And Meal Management	197
Communication Tools.....	199
Non-Emergencies – 311*.....	201
Radio Stations	202
Crisis Communication Guidelines	203
Emergency Alert System (Eas).....	205
Incident Response Procedures	206
Airborne Contaminants	207

Hamilton Unified School District

Animal Disturbance 209

Rabies..... 209

Armed Intruder/Hostage Situation/Shots Fired 211

Assault..... 213

Assault on Staff Member By Student 213

Biochemical or Chemical Release 214

Radiation Accident..... 220

Bomb Threats..... 221

Device Found 222

Letter/Package Bomb or Mailed Hazardous Substance..... 223

 Bomb Threat Information Form..... 225

 Bomb Threat Report Form..... 226

Bus Accidents 227

Child Abuse Reporting 229

Child Abuse and Neglect Indicators 230

 Legal Definitions/References..... 232

 How to Report Child Abuse..... 233

Child Does Not Arrive Home 235

Civil Disturbance 236

Pickets and Boycotts 237

Civil Unrest:..... 237

Critical Condition/Hospital Treatment 238

Death of a Student/Staff Member 239

Disruptive Student 240

Earthquake 241

 Actual Earthquake..... 242

 After an Earthquake 243

Explosion or Risk of Explosion 249

Fallen Aircraft..... 253

Fire 255

 Fire Near School: 259

 Burning Clothes: 259

Food or Water Contamination (Suspected)..... 261

Forced Entry/Theft Of School Property..... 262

Hamilton Unified School District

Hazardous Material Spill	263
Heat Emergencies	266
Hostage Situation	267
Kidnapping Or Missing Student	269
Motor Vehicle Crash	271
Police Activity in the Neighborhood	272
Severe Weather	273
Flooding	274
Hurricanes	275
Lightning	275
Emergency Lockdown Situation—Office Check List	276
Severe Winds/Tornadoes	280
Sex Offense	281
Spilled Bodily Fluids	282
Blood Borne Pathogen Cleanup Kit	283
Student With A Gun	284
Student Has a Weapon on Their Person	285
Suicide or Suicide Threat or Attempt	286
Terrorist Acts	287
Threat of Violence	288
Trespasser in Building	289
Tsunami	290
Utility Loss Or Failure	291
Wild Fires	292
School Emergency Operations Plan Maintenance	294
Homeland Security Advisory Recommendations	297
Terms and Acronyms	299
Four Phases of Emergency Response And Crisis Management	317
General Information Regarding Emergencies	318
School Administrator’s Emergency Planning Checklist	321
Preventing the Crisis	324
Key Points	324
Reunification Procedures	325
Actions by Phases Of Emergency Management	330

SB 187: School Safety Plan

Education Code sections 32280-32289

Introduction

Individual schools in districts over 2,500 students must adopt a comprehensive school safety plan by March 1, 2000, and must review and update the plan by March 1 of every year thereafter. (Amended Ed. Codes 35294.1 & 35294.6)

Beginning July 1, 2000, each individual school must report on the status of its school safety plan, including a description of its key elements in the school accountability report card, and must continue to do so every July thereafter (Amended Ed. Code 35294.6)

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a time line and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

An assessment by the School Safety Planning Committee of the School Site Council, the School Site Council or equivalent of the school climate in relation to the current status of school crime committed on campus and at school related functions. Based on this assessment, safety goals will be set for the upcoming school year.

The annual review and evaluation of the school comprehensive safety plan which is certified by the members of the School Safety Planning Committee, the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:

Child Abuse reporting procedures

Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

Procedures to notify teachers and counselors of dangerous students

Sexual Harassment Policy

Safe ingress and egress to and from school

Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning

Dress Code

Routine and emergency disaster procedures including natural disasters, human created disasters or power outages.

IMPLEMENTATION OF PLAN

The written plan will be distributed to all departments and will be made available to all staff, students, parents, and the community to review in the school library and the main offices.

School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. Ed. Code 35294.1

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Note: HUSD schools designate the high school site council and elementary school site council to serve as the site safety committee. Further, the high school site council shall be the controlling safety committee for the following schools: Ella Barkley High School, HUSD Adult Ed, the HUSD State Preschool and the Glenn County Office of Education Infant and Toddler Center and HUSD Community Day School when the school is open. The elementary school site council will serve as site safety committee for all programs hosted on that campus.

Local law enforcement has been consulted (Ed. Code 39294.1). Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee.

Additional members may include:

- a representative from the local law enforcement agency
- School Resource Officers
- Guidance counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

**Hamilton High School - Graduation Rate & Dropout Rate (Four-Year Cohort Rate)-
From HHS SARC**

Indicator	School			District			State		
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
Dropout Rate	0.00	0.0	0.00	5.50	1.70	0.00	11.4	11.5	10.7
Graduation Rate	98.7	100.0	100.1	93.4	98.28	100.1	80.4	80.95	82.2

Hamilton High School - Suspensions and Expulsions (from HHS SARC)

Rate	School			District			State		
	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
Suspensions	4.0	0.0	4.0	5.8	3.8	6.9	4.4	3.8	3.7
Expulsions	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1

Hamilton High School- California Safe School Assessment (From CHKS 2015-16)

Table A 5.3

Violence and Victimization on School Property, Past 12 Months

	Grade 7 %	Grade 9 %	Grade 11 %	NT %
<i>During the past 12 months, how many times on school property have you...</i>				
been pushed, shoved, slapped, hit, or kicked by someone who wasn't just kidding around?				
0 times	77	65	89	
1 time	8	21	4	
2 to 3 times	10	7	4	
4 or more times	5	7	4	
been afraid of being beaten up?				
0 times	92	83	98	
1 time	5	10	2	
2 to 3 times	3	6	0	
4 or more times	0	1	0	
been in a physical fight?				
0 times	82	87	98	
1 time	11	11	0	
2 to 3 times	3	2	2	
4 or more times	5	0	0	
been threatened with harm or injury?				
0 times	89	93	100	
1 time	11	5	0	
2 to 3 times	0	1	0	
4 or more times	0	1	0	
been threatened or injured with a weapon (gun, knife, club, etc.)?				
0 times	97	96	100	
1 time	3	4	0	
2 to 3 times	0	0	0	
4 or more times	0	0	0	
been offered, sold, or given an illegal drug?				
0 times	97	87	85	
1 time	0	7	9	
2 to 3 times	3	4	0	
4 or more times	0	2	5	

**Hamilton High School
Safety Plan Signature Page**

The undersigned members of the Hamilton High School Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal, Hamilton High School

President, School Site Council

Law Enforcement Representative

Fire Department Representative

Annual Safety Goals

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2) Principals/designees should report annually to site council.

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well by February 1st of each school year.

Based on data analysis, the School Safety Planning Committee identifies one or two safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in November of each year and reported upon.

Hamilton Unified School District
Hamilton Unified School District
Safe Schools Committee
Hamilton High School's Safe School Action Plan

1

Goal #1

All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

2

Goal #2

All students and staff members are provided a safe teaching and learning environment.

Updated and reported to school board: 02/27/2019

Hamilton Unified School District
Hamilton High School's Safe School Action Plan

Goal 1: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

The School's Physical Environment
(The physical setting and condition of the school)

- Objective 1: Hamilton High School shall have visible law enforcement, staff and parental presence.
- Objective 2: Students attending Hamilton High School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Hamilton High School's Safe School Action Plan

Goal 1: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

Objective 1: Hamilton High School shall have visible law enforcement, staff and parental presence.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton High School administration will encourage local law enforcement (GCSO), Hamilton City Fire Dept., HHS staff members, and parents to be visible at all times during which students are en route to and from school.	Law Enforcement; CHP; Staff; Parents	Visible presence	Site Administration; Law Enforcement (GCSO), CHP, Hamilton City Fire Department	At implementation of plan	On-going
Hamilton High School shall conduct regular safety meetings and include invitations to local law enforcement (GCSO), Hamilton City Fire Dept, parents, community agencies and district officials.	School and District Administration; GCSO; Hamilton City Fire Department	Minutes of Meetings, Agendas	School and District Administration; GCSO; Hamilton City Fire Dept.	“	“
Hamilton High School shall implement board policies and procedures to secure the school site during and after school hours.	CA Board of Education Board Policies; Law Enforcement; Hamilton City Fire Department	Daily Monitoring	Site Administration; Plant Manager; District Maintenance Staff	“	“
Hamilton High School shall work closely with local law enforcement (GCSO), Hamilton City Fire Department, and district administration in responding to potential community threats to the safety of students, staff and parents.	Law Enforcement; Hamilton City Fire Department; District Administration	Evaluation of Individual Situation Responses	Site Administration; GCSO; Hamilton City Fire Dept.	“	

Objective 2: Students attending Hamilton High School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton High School's administration will provide strategies to all staff members. A portion of the school day will be used to teach these strategies to the students. Site admin will coordinate the implementation of ALICE (Alert, Lockdown, Inform, Counter, Evacuate) strategies with local Law Enforcement.	Site Administration; Counselors; Staff	Strategies taught	School Staff	At implementation of plan	On-going
Hamilton High School's staff will place an article in the school's handbook outlining the steps to respond to a threat. Parents will be asked to discuss the article with their children.	Site Administration; Counselors; Facilitators	Handbook	Site Administration	"	Annual
All students at Hamilton High School will be able to identify and/or be encouraged to identify an adult staff member who they can talk to and share any potential problems or situations that could escalate into a genuine conflict.	Faculty; Staff; Site Administration; Counselors	Regular communication at staff mtgs.	Site Employees	"	On-going
Hamilton High School staff will work with students and will engage assistance from other school administrations, and/or local law enforcement agencies (GCSSO) for conflict involving non-district schools.	Other schools' administration; Law Enforcement (GCSSO)	Record of loitering incidents	Site Administration; Law Enforcement (GCSSO)	"	"
The Healthy Kids Survey will be distributed to Hamilton High School students to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	CHKS survey instrument	Distribution and results of survey	Administration; Safe School Committee	"	"

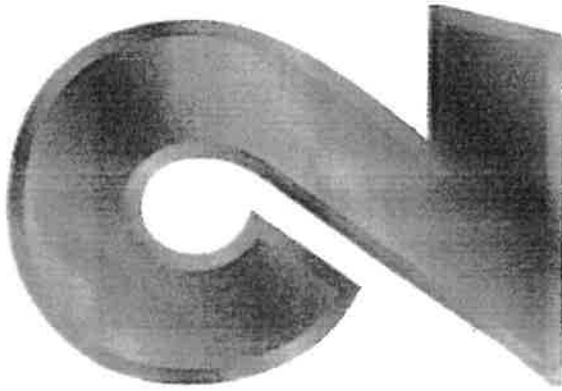
Hamilton High School's Safe School Action Plan

Goal 2: All students and staff members are provided a safe teaching and learning environment.

The School's Physical Environment
(The physical setting and condition of the school)

Objective 1: Hamilton High School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Objective 2: Hamilton High School sets a standard for adults and students to interact with each other in a caring, supportive manner.



Hamilton High School's Safe School Action Plan

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: Hamilton High School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton High School shall provide to parents/guardians information of local agencies that can provide counseling services.	Local contact info for mental health services-Glenn County Mental Health; GCSSO-SMART team; Hamilton City Fire Department.	Completed Directory	Counselors; Administration; GCSSO; Glenn County Mental Health	At implementation of plan	On-going
Hamilton High School shall provide to staff identified effective research-based strategies that address anti-social behavior in grades 9-12.	Hamilton City Fire Department. HHS Staff and Administration; HHS Counselors	Completed Material; Documentation Staff attending workshops	Site Administration; Counselors; HHS Staff	"	"
Hamilton High School shall encourage staff to attend workshops/conferences on identifying academic risk factors and applying effective strategies in dealing with anti-social behavior in schools.	HHS Staff; Administration; HHS Counselors;	Number of parent conferences/referrals	Site Administration; HHS Staff; HHS counselors	"	"
Hamilton High School's staff shall work with parents in identifying maladaptive behaviors and developing strategies to address these behaviors.	HHS Staff; Administration; HHS Counselors;	SST Agendas and minutes; renew Student Intervention Teams at least twice yearly	"	"	"
Hamilton High School shall hold regularly scheduled Student Study Team (SST) Meetings. Students with maladaptive behaviors shall be placed on the agenda. The team shall include a psychologist, administrator, teacher(s), and a counselor. (A member of the Special Education Department, the student, and parent will be encouraged to attend.)	HHS Staff; Administration; HHS Counselors; Mental Health counselors; school psychologist; parents/students		Site Administration; Counselors; School Psychologist	"	

Objective 1: Hamilton High School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior. (cont.)

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton High School shall identify students who display gang association, gang membership or are involved in any gang activity.	Law Enforcement (GCSO) and SMART Team; Hamilton City Fire Department; Glenn County Probation, Administration, HHS Counselors	Individual Identifications	Site Administration; Law Enforcement; Hamilton City Fire Department	At implementation of plan	On-going
Hamilton High School's staff shall contact the counselor or the school psychologist when it is reported to a staff member that a student has discussed the possibility of suicide.	Counselor Dept.; School Psychologist; Glenn County Mental Health Dept., HHS Staff	Individual Referrals- HHS Staff; Admin, and Counselors	HHS Staff; Administration; Glenn County Mental Health	"	"

Objective 2: Hamilton High School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton High School shall develop strategies to encourage parents/guardians to be proactively involved in the education of their children.	District sponsored parenting classes; Parent Newsletter; Website; Site Council Meetings; Booster Clubs; Parent Volunteers.	Strategies implemented	Site Administration; HHS Staff; Counselor ; Site Council	At implementation of plan	On-going and Annual Review
Hamilton High School shall encourage parents to volunteer for school-related activities.	Superintendent, School Site Council; Site Administration;	Extent of Parent Involvement and Volunteers Amount of Parent Participation	Site Administration and Staff; Site council District/Site Administration; HULC	"	"
Hamilton High School shall encourage all parents to participate on its School Site Council, and the District Advisory Committees (i.e. HULC).	Staff, Counselors, and Administration	Faculty Logs; AERIES documentation	HHS Staff; Counselors; Administrators	"	"
Hamilton High School teachers and counselors shall notify parents/guardians when a student begins to exhibit academic or social problems.	HHS Staff; Crisis phone line; counselors; Administration	Documentation of participation in available services	Site Administration and Counselors	"	"
Hamilton High School shall provide to students, staff, and parents skills to solve problems and resolve conflicts.	Existing Communication systems	Records of registered complaints	HHS Staff; Counselors; Site Administrators	"	"
Hamilton High School's staff shall promptly return phone calls to parents, students and community leaders.	Parent Nights; Assemblies; parent/teacher conference	Back-to School; Open House; Assemblies	Site Administration; Site Council; HHS Staff	"	"
Hamilton High School shall hold annual events that bring students, parents and staff members together in a positive environment.					

Hamilton Unified School District

Promulgation

The School Emergency Operations Plan addresses the Hamilton Unified School District's responsibilities in emergencies associated with natural disaster, human-caused emergencies, and technological incidents. It provides a framework for coordination of response and recovery efforts within the district in coordination and with the county of Glenn, California. The Plan establishes an emergency organization to direct and control operations at the school site during a period of emergency by assigning responsibilities to specific personnel. The School Emergency

Operations Plan:

Conforms to the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).

- Establishes response policies and procedures, providing HUSD school sites clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of the State of California and the County of Glenn policies on ~~Emergency Response and Planning~~, the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and defines the primary and support roles of the individual schools in after-incident damage assessment and reporting requirements.

Purpose

The Purpose of the School Emergency Operations Plan is to protect the safety and welfare of the employees, visitors, volunteers, and students in the Hamilton Unified School District, and to ensure the preservation of public property.

Scope

The Scope encompasses all Hamilton Unified School District site and district facilities. It addresses a broad range of major emergencies. Such events include crimes committed on campus, hazardous materials emergencies, weather emergencies, and fire. Also included are procedures for emergencies that may or may not require the full or partial activation of the School Emergency Response Team (SERT).

Note: HUSD recognizes that due to the limitations of staffing, certain roles and response committees may need to be established as the emergency unfolds. Staff will be trained in the ICS system roles on a bi-annual basis.

The objectives of the plan are to:

- Protect the safety and welfare of students, employees, and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the School's facilities and properties.
- Enable the School to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between the school, District, City, and/or County Emergency Operation Center (EOC).

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives and should be planned and arranged for in advance.

Responsibility

School administrators have the responsibility to ensure the safety of their students and staff in an emergency. Law requires developing emergency plans and training staff in all-hazards emergency response procedures.

The principles of NIMS, SEMS and ICS are incorporated in this plan and school personnel must be trained in how the system works. All Hamilton Unified School District sites must also have drills and exercises in order to practice using the system. Periodic training will be available to help orient new employees and provide refresher training to current employees on an annual basis.

HAMILTON UNIFIED SCHOOL DISTRICT

**SB 187 COMPREHENSIVE SCHOOL
SAFETY PLAN**

**For Hamilton Elementary School
277 Capay Avenue
Hamilton City, CA 95951**

Sites also included in this plan:
**Hamilton State Preschool
Hamilton Special Education**

Hamilton Unified School District

PREFACE TO SITE SAFETY PLANS:

The state template requires multiple levels of assignments of staff when a disaster occurs. In larger districts, the multiple layers of committees are functional and important. The reality of smaller districts is that we lack the sheer numbers of personnel to accomplish every committee assignment detailed in the state template. Hamilton Unified School District (HUSD) has designed a modified version of the Incident Command System (ICS) in accordance with the National Emergency Management System known as "NEMS."

The command structure and assignments are as follows for HUSD:

INCIDENT COMMANDER	District Superintendent
ASSISTANT INCIDENT COMMANDER	A site Administrator whose school is not involved in the disaster
INCIDENT COMMAND POST ASSISTANT	District Executive Assistant
DISTRICT PERSONNEL COORDINATOR	Confidential Payroll and Personnel Specialist
SITE COORDINATOR	A site Administrator
FINANCIAL COORDINATOR	Chief Business Official assisted by District Purchasing Agent
MAINTENANCE, OPERATIONS AND TRANSPORTATION	Director of Maintenance, Operations and Transportation and staff
FOOD SERVICE	Director of Nutrition and Child Welfare and staff
REUNIFICATION COORDINATOR	Site Administrative Assistance/Attendance Clerk
STUDENT RETENTION AND SUPERVISION	All Classroom Teachers
PARENT UNIFICATION COORDINATORS	District TOSA's not assigned to classroom supervision, Yard Duty and Instructional aids.
SOCIAL AND EMOTIONAL SUPPORT	District Dean of Students/District Counselors, Glenn County Mental Health.
SEARCH AND RESCUE	Hamilton City Fire Department and Glenn County Sheriff's Office
TRAFFIC CONTROL	California Highway Patrol/Glenn County Sheriff's Office
OTHER AGENCY	State and County Office of Emergency

Hamilton Unified School District

	Services, Red Cross Service Organization and volunteers if available.
--	---

Duties of each assignment:

INCIDENT COMMANDER	To coordinate the incident in cooperation with the ICS structure alongside responding and allied agencies (Law Enforcement, Fire other emergency and support services). To Serve as Public Information Officer (PIO)
ASSISTANT INCIDENT COMMANDER	To Assist the Incident Commander in the Incident Command Center or serve as IC in the absences of the Superintendent.
INCIDENT COMMAND POST ASSISTANT	To record the minutes of the incident and keep records of the agency and allied agency personnel assigned to the incident. To serve as PIO if necessary.
DISTRICT PERSONNEL COORDINATOR	To access personnel records and service as assistant Incident Command Post Assistant.
SITE COORDINATOR	To coordinate student evacuations, set up emergency shelter or reunification sites, coordinate and direct staff and efforts to shelter in place or evacuate if necessary. Coordinate social emotional support and parent holding and reunification process.
FINANCIAL COORDINATOR	To coordinate financial resources and logistical needs are meet during any incident. Assist Director of Maintenance, Operations and Transportation with student evacuation, building repair or support of food service department.
MAINTENANCE, OPERATIONS AND TRANSPORTATION	Coordinate evacuation, building gas/services in an emergency, assist with logistics of any emergency situation.
FOOD SERVICE	Coordinate food service for students/staff in the event of a prolonged need to house students or staff due to an unforeseen emergency.
REUNIFICATION COORDINATOR	Coordinate the verification of all students. Insure that student records are readily available for evacuation and reunification processes. Insure that forms for unification housed in Appendix 4 and 5 of the site safety plan are copied and in a backpack ready for transport

Hamilton Unified School District

	upon order of evacuation from a site. Insure that students are only released to parents or guardians as listed on the individual student emergency cards.
STUDENT RETENTION AND SUPERVISION	Teachers are to remain with their assigned students and follow the direction of the Incident Commander and Site Coordinator.
PARENT UNIFICATION COORDINATORS	District Teachers On Special Assignment (TOSA) will locate the parent gathering location and reunification site. The TOSA's will coordinate with the student reunification coordinator to insure the process of reuniting students with parents or guardians listed on the emergency cards.
SOCIAL AND EMOTIONAL SUPPORT	The Dean of Students/District Counselors will create a room for parents who have students who are known to be Injured or deceased. The Counselors will coordinate allied agency services and support for the victims and families.
SEARCH AND RESCUE	Command staff will coordinate site for fire/rescue needs and will be responsible for overall disaster Coordination of the scene.
TRAFFIC CONTROL	Under the direction of the Office of Emergencies Services direct traffic or assist with disaster relief as directed by command staff from the Fire or SO Departments.
OTHER AGENCY	Coordinate support as directed from the command staff of the Fire or SO Departments

Contents

Sb 187: School Safety Plan..... 11

School Safety Planning Committee 12

Hamilton Elementary Safety Plan Signature Page..... 15

Annual Safety Goals 16

 Goal #1 All Students Are Safe and Secure While At School, When Traveling, To and From
 School and When Traveling To and From School Related Activities..... 17

 Goal #2 All Students And Staff Members Are Provided A Safe Teaching And Learning
 Environment..... 17

Promulgation..... 28

Emergency Management Resolution 30

Emergency Letter To Parents/Guardians 31

Legal Requirements Legal Requirements: Authorities And References 33

Child Abuse Reporting Procedures..... 40

 Child Abuse Prevention And Reporting 42

Suspension/Expulsion Policy..... 53

 Suspension and Expulsion/Due Process 54

 Suspension and Expulsion/Due Process (Students w/Disabilities) 82

Dangerous Student Notification..... 92

Sexual Harassment 97

Nondiscrimination/Harassment..... 102

Hate Crime Reporting 122

Hate-Motivated Behavior..... 123

Complaints Concerning District Employees..... 126

Uniform Complaint Procedures (Ucp)..... 130

 Hate Crime Reporting Form 138

Bullying, Cyber-Bullying, Cyber-Crime 141

 Conduct..... 142

Dress Code..... 148

Board Policy And Administrative Regulation 5132 148

Safe Ingress and Egress 149

National Incident Management System (Nims)..... 150

Standardized Emergency Management System (Sems) 150

Hamilton Unified School District

Nims Purpose and Scope 151

Sems Purpose and Scope 151

Sems and Schools 154

Incident Command System (Ics)..... 154

Emergency Phases General Information Regarding Emergencies 159

School Emergency Response Teamthe School Emergency Response Team (Sert)..... 162

The Roles of The Members of The School Emergency Response Team 164

 Command Team..... 164

 Operations Team..... 166

 Planning Team 172

 Logistics Team..... 173

 Finance And Administrative Team..... 174

Incident Command System Team Roster 175

Buddy System 181

Emergency Signals..... 182

Alert Cards 183

Emergency Maps 184

Evacuations 188

 Evacuation Procedures for Teachers:..... 189

 Evacuation of Disabled Students 191

 Evacuation of Wheelchair-Confined Individuals..... 192

Emergency Response Supplies 194

Food And Water Management..... 201

 Water Management..... 201

 Human Water Requirements..... 201

 Controlling Water Use 202

 Food And Meal Management 203

Communication Tools..... 205

Non-Emergencies – 311* 207

Radio Stations 208

Crisis Communication Guidelines 209

 Emergency Alert System (Eas)..... 211

Incident Response Procedures 212

 Airborne Contaminants 213

Hamilton Unified School District

Animal Disturbance	215
Rabies.....	215
Armed Intruder/Hostage Situation/Shots Fired	217
Assault.....	219
Assault on Staff Member By Student	219
Biochemical or Chemical Release	220
Radiation Accident.....	226
Bomb Threats.....	227
Device Found	228
Letter/Package Bomb or Mailed Hazardous Substance.....	229
Bomb Threat Information Form.....	231
Bomb Threat Report Form.....	232
Bus Accidents	233
Child Abuse Reporting	235
Child Abuse and Neglect Indicators	236
Legal Definitions/References.....	238
How to Report Child Abuse.....	239
Child Does Not Arrive Home	241
Civil Disturbance	242
Pickets and Boycotts	243
Civil Unrest:.....	243
Critical Condition/Hospital Treatment	244
Death of a Student/Staff Member	245
Disruptive Student	246
Earthquake	247
Actual Earthquake.....	248
After an Earthquake	249
Explosion or Risk of Explosion	255
Fallen Aircraft.....	259
Fire	261
Fire Near School:	265
Burning Clothes:.....	265
Food or Water Contamination (Suspected).....	267
Forced Entry/Theft Of School Property.....	268

Hamilton Unified School District

Hazardous Material Spill 269

Heat Emergencies 272

Hostage Situation 273

Kidnapping Or Missing Student 275

Motor Vehicle Crash..... 277

Police Activity in the Neighborhood 278

Severe Weather 279

 Flooding 280

 Hurricanes 281

 Lightning 281

Emergency Lockdown Situation—Office Check List 282

 Severe Winds/Tornadoes 286

 Sex Offense 287

 Spilled Bodily Fluids 288

 Blood Borne Pathogen Cleanup Kit..... 289

 Student With A Gun..... 290

 Student Has a Weapon on Their Person 291

 Suicide or Suicide Threat or Attempt 292

 Terrorist Acts 293

 Threat of Violence 294

 Trespasser in Building 295

 Tsunami..... 296

 Utility Loss Or Failure 297

 Wild Fires..... 298

School Emergency Operations Plan Maintenance 300

Homeland Security Advisory Recommendations 303

Terms and Acronyms 305

Four Phases of Emergency Response And Crisis Management 323

 General Information Regarding Emergencies 324

 School Administrator’s Emergency Planning Checklist..... 327

 Preventing the Crisis 330

 Key Points..... 330

Reunification Procedures 331

 Actions by Phases Of Emergency Management 336

SB 187: School Safety Plan

Education Code sections 32280-32289

Introduction

Individual schools in districts over 2,500 students must adopt a comprehensive school safety plan by March 1, 2000, and must review and update the plan by March 1 of every year thereafter. (Amended Ed. Codes 35294.1 & 35294.6)

Beginning July 1, 2000, each individual school must report on the status of its school safety plan, including a description of its key elements in the school accountability report card, and must continue to do so every July thereafter (Amended Ed. Code 35294.6)

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a time line and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

An assessment by the School Safety Planning Committee of the School Site Council, the School Site Council or equivalent of the school climate in relation to the current status of school crime committed on campus and at school related functions. Based on this assessment, safety goals will be set for the upcoming school year.

The annual review and evaluation of the school comprehensive safety plan which is certified by the members of the School Safety Planning Committee, the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:

Child Abuse reporting procedures

Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

Procedures to notify teachers and counselors of dangerous students

Sexual Harassment Policy

Safe ingress and egress to and from school

Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning

Dress Code

Routine and emergency disaster procedures including natural disasters, human created disasters or power outages.

IMPLEMENTATION OF PLAN

The written plan will be distributed to all departments and will be made available to all staff, students, parents, and the community to review in the school library and the main offices.

School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. Ed. Code 35294.1

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Note: HUSD schools designate the high school site council and elementary school site council to serve as the site safety committee. Further, the high school site council shall be the controlling safety committee for the following schools: Ella Barkley High School, HUSD Adult Ed, the HUSD State Preschool and the Glenn County Office of Education Infant and Toddler Center and HUSD Community Day School when the school is open. The elementary school site council will serve as site safety committee for all programs hosted on that campus.

Local law enforcement has been consulted (Ed. Code 39294,1) Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee.

Additional members may include:

- a representative from the local law enforcement agency
- School Resource Officers
- Guidance counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

Hamilton Unified School District

School Facility Conditions and Planned Improvements (Most Recent Year)

Hamilton Elementary has a closed campus from 8:00 A.M. until 6:00 P.M. while school and the Boys and Girls Club program are in session. Prior to the start of the school day, one of two Maintenance personnel inspects the campus for safety. The facility is clean and in good repair. There are ample classrooms, restrooms, playground space and equipment.

A staff of two provides janitorial services. Schedules are arranged so that no classrooms are interrupted during instructional time. Custodial services are available from 5:00 A.M. until 8:30 P.M. The cafeteria is cleaned after both breakfast and lunch and restrooms are cleaned and sanitized daily. The school grounds are clean and well ordered. Trash cans are available throughout the campus.

The playgrounds and lawns are mowed weekly. The District contracts with an arborist to annually perform necessary routine trimming of trees.

The school facilities, grounds, and vehicles are in good condition. The District participates in the State's Deferred Maintenance Program to replace major components of the school's facilities (such as HVAC, roofs, floor surfaces, and so on). All toilets and other fixtures work and are in good repair. We have installed automatic flush valves on every toilet and hand dryers in each restroom to maintain a clean environment for students.

Hamilton City has maintained an elementary school on this location since the early 1900s. All of the original buildings have, long ago, been replaced by modern facilities. All buildings meet current fire and earthquake codes. An OPSC modernization project was completed within the past ten years that completely renovated the primary wing containing four classrooms, two reading labs, and an adult restroom. Within the last seven years, a new kindergarten complex with three classrooms, each containing restrooms, was added to our campus. The cafeteria underwent a \$750,000 remodeling project in 2004- 2005. It is now a designated emergency shelter. The roof and HVAC on our 300 building and sections from the roof on the cafeteria were repaired in the summer of 2008. The fire alarm was also rewired and updated to State Fire Marshal specifications for the entire school during the summer of 2008.

Hamilton Elementary occupies 4.8 acres with separate athletic fields and blacktop space for both primary and middle school students. There are separate playground facilities with rubber drop zones for both primary and middle school children. The cafeteria complex can also serve as a gymnasium. All buildings have handicap access. The library has holdings in both English and Spanish. All students have Internet access through the computer lab. The lab has 30 Dell multimedia computers. We are also considering a solar energy project at the Hamilton Elementary.

The District participates in the State School Deferred Maintenance Program, which provides state matching funds on a dollar-for-dollar basis, to assist school districts with expenditures for major repair or replacement of existing school building components. Typically, this includes roofing, plumbing, heating, air conditioning, electrical systems, interior or exterior painting, and

Hamilton Unified School District

floor systems. For the 2011-12 school year, the District budgeted \$78,800 for the Deferred Maintenance Program. This represents .012% of the District's general fund budget.

School Facility Good Repair Status (Most Recent Year)		
Year and month of the most recent FIT report: 10/28/2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Fair	201: Stained Tile 203: Stained Tile 205: Stained Tile, Missing Cover 500 Restroom: Panel rust 609: Missing light lens
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Grounds: Gophers

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: 10/28/2018	
Overall Rating	Good

Hamilton Unified School District

**Hamilton Elementary School
Safety Plan Signature Page**

The undersigned members of the Hamilton Elementary School Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal

President, School Site Council

Law Enforcement Representative

Fire Department

Annual Safety Goals

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2) Principals/designees to report annually to site council.

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well. By the February board meeting of each school year.

Based on data analysis, the School Safety Planning Committee identifies one or two safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in November of each year and reported upon.

Hamilton Unified School District
Hamilton Unified School District
Safe Schools Committee
Hamilton Elementary School's Safe School Action Plan

Goal #1

All students are safe and secure while at school, when traveling, to and from school and when traveling to and from school related activities.

Goal #2

All students and staff members are provided a safe teaching and learning environment.

Note: Action steps must be reviewed and updated annually. Site Council Approval: 2/14/19

Updated and reported to school board:

Hamilton Elementary School's Safe School Action Plan

Goal 1: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

The School's Physical Environment
(The physical setting and condition of the school)

Objective 1: Hamilton Elementary School shall have visible law enforcement, staff and parental presence.

Objective 2: Students attending Hamilton Elementary School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Objective 3: Hamilton Elementary Staff will be continuously trained on safety protocols and procedures.

Note: Action steps must be reviewed and updated annually. Site Council Approval: 2/14/19
Updated and reported to school board:

Hamilton Elementary School's Safe School Action Plan

Goal 1: All students are safe and secure while at school, when traveling to and from school, And when traveling to and from school related activities.

Objective 1: Hamilton Elementary School shall have visible law enforcement, staff and parental presence.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School administration will encourage local law enforcement, staff members, and parents to be visible at all times during which students are en route to and from school <u>especially during drop off and pick up times:</u>	Law Enforcement; CHP; Staff; Parents	Visible presence	Site Administration; Law Enforcement.	At implementation of plan	On-going
Hamilton Elementary School shall conduct <u>two regular</u> safety meetings and include invitations to local law enforcement, fire dept., parents, community agencies and district officials.	School and District Administration;	Minutes of Meetings, Agendas	School and District Administration	“	“
Hamilton Elementary School shall implement board policies and procedures to secure the school site during and after school hours.	Board of Education Board Policies; Law Enforcement, Fire Dept.	Daily Monitoring	Site Administration; Plant Manager; District Maintenance Staff	“	“
Hamilton Elementary School shall work closely with local law enforcement, fire department and district administration in responding to potential community threats to the safety of students, staff and parents.	Law Enforcement; Fire Dept.; District Administration	Evaluation of Individual Situation Responses	Site Administration; Sherriff, Fire Department	“	“
<u>Explore the possibility of a District anonymous "Tip Line"</u>	School and District Administration;				