

**RESOLUTION NO. 2025-14**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE HEBER PUBLIC UTILITY DISTRICT AUTHORIZING THE  
GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH  
THE HOLT GROUP FOR PROFESSIONAL SERVICES TO  
UPDATE THE DISTRICT'S SERVICE AREA PLAN**

**WHEREAS**, the Heber Public Utility District (District) provides essential public utility services to the residents within its jurisdiction; and

**WHEREAS**, the District's Service Area Plan serves as a guiding document outlining the District's current boundaries, facilities, services, and projected needs for future growth and development; and

**WHEREAS**, the District has determined the need to update its Service Area Plan to ensure compliance with applicable state and local requirements, reflect current conditions, and support future planning efforts; and

**WHEREAS**, the District has identified The Holt Group as a qualified professional services provider with the expertise to prepare an updated Service Area Plan; and

**WHEREAS**, the District desires to enter into an agreement with The Holt Group to provide such professional services under the terms and conditions set forth in said agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Heber Public Utility District hereby authorizes the General Manager to execute an agreement with The Holt Group for professional services to update the District's Service Area Plan, in a form approved by District legal counsel.

**PASSED, APPROVED, AND ADOPTED** this 21<sup>st</sup> day of August, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

By: \_\_\_\_\_  
Jacob Bermudez,  
Clerk of the Board

By: \_\_\_\_\_  
Helen Diaz-Molina,  
Board President

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**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Steve Walker,  
General Counsel

State of California  
County of Imperial  
Heber Public Utility District

I, Jacob Bermudez, Clerk of the Board of the Heber Public Utility District, County of Imperial, State of California, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved and adopted by the Board of Directors of the Heber Public Utility District at its regularly scheduled meeting held on the 21<sup>st</sup> day of August 2025.

By: \_\_\_\_\_  
Jacob Bermudez,  
Clerk of the Board

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** August 21, 2025

**FROM:** Madeline Dessert, General Manager

**SUBJECT:** Authorize the General Manager to Execute an Agreement with The Holt Group to Provide Professional Services to update the 2017 Service Area Plan not to exceed \$25,000.

**ISSUE:**

Shall the Board of Directors authorize the General Manager to execute an Agreement with The Holt Group to provide professional services to update the 2017 Service Area Plan not to exceed \$25,000?

**GENERAL MANAGER'S RECOMMENDATION:**

It is recommended that the Board of Directors authorize the General Manager to execute an Agreement with The Holt Group to update the Service Area Plan not to exceed \$25,000.

**FISCAL IMPACT:**

The Service Area Plan Updates will be charged to developers Annexing into the HPUD District Boundary. There is expected to be no cost to the District.

**BACKGROUND:**

In November 2017, the HPUD Board approved the current Service Area Plan (SAP). The SAP was prepared by The Holt Group. Under the Cortese-Knox-Hertzberg Reorganization Act of 2000, LAFCO is required to review and update the Service Area Plans for each Special District every five (5) years. Our most recent update was approved by LAFCO in 2017 and they have informed us that it is time for us to review our service capacity and ability.

**DISCUSSION:**

As this is a Professional Service that is currently provided by our District Engineer's office, the HPUD may execute an Agreement for these services. As this is an update of our SAP that was prepared by The Holt Group, and since they are our District Engineer, they have the information needed to update our SAP. Hiring our District Engineer's office to update the SAP will save the HPUD money and time.

See attached proposal from The Holt Group with the details of the requirements for the SAP, the updates needed, and the cost to perform these services.

**CONCLUSION:**

As The Holt Group is the District's Engineer, and as they prepared the Service Area Plan in 2017, they are very familiar with our service area and our capacity and ability to provide services to our community. The cost to perform the update of the Service Area Plan is estimated at \$19,510. Staff suggests the addition of a \$5,490 contingency in case there are

unexpected fees. The cost of the SAP update will be billed to the two developers who are being annexed into the District through LAFCO.

**ALTERNATIVES:**

- 1) Do not authorize the General Manager to execute an Agreement with The Holt Group to update the Service Area Plan, and direct staff to prepare documents to submit the project for competitive bid. This action will increase the project completion date, and the total cost to HPUD as we will need to prepare the bid documents, advertise, complete selection process, then action must be taken by the BOD to award the project.
- 2) Do not authorize the General Manager to execute an Agreement with The Holt Group to update the Service Area Plan, provide alternate direction to staff to allow HPUD to meet LAFCO requirements related to the update of our SAP.

Respectfully Submitted,

Madeline Dessert  
General Manager

Attachment: Cost Proposal for Professional Services to Update the Service Area Plan



Engineering • Planning • Construction Management

Robert K. Holt, PE  
James G. "Jack" Holt, PE  
Timothy M. Holt, AIA  
Lindsay A. Holt, AICP, MPA  
Fumi Hamanaka Galvan, PE, LS  
George Galvan, AICP

Fred Goldman, PhD, PE  
Sripavani Gudipati, PE  
Jesus "Juny" Marmolejo, PE  
Sameer Patel, PE  
Rolando Sanchez, PE  
Angela Dorf, LS

April 30, 2025

Madeline Dessert, District Manager  
Heber Public Utility District  
1085 Ingram Avenue  
PO Box H  
Heber, CA 92249

**RE: Service Area Plan Update Proposal to Provide Professional Services**

Dear Ms. Dessert,

The Heber Public Utility District (HPUD) Service Area Plan (SAP) was last updated in January 2018. State Law under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires that the Imperial County Local Area Formation Commission (LAFCo) conduct a Municipal Service Review (MSR) every 5 years which is facilitated through the SAP Update process. It has been more than 7 years since the last update. The SAP is a comprehensive study designed to better inform LAFCo, HPUD, and the community about the provision of municipal services such as water treatment and distribution, wastewater collection and treatment, law enforcement, fire protection, and other similar municipal services. SAP's attempt to capture and analyze information about the governance structures and efficiencies of service providers and to identify opportunities for greater coordination and cooperation between providers. An up-to-date SAP is required to facilitate the expansion of HPUD's Sphere of Influence and to annex areas into HPUD's service boundary.

**PROPOSAL**

The Holt Group (herein referred to as "Consultant") would like to take this opportunity to extend our expertise and services to develop a Service Area Plan that meets the needs of the Heber Public Utility District and the statutory requirements for compliance. The Holt Group, Inc. agrees to provide the following services for specified costs to the Heber Public Utility District (herein referred to as "Client") and to provide planning and engineering services for the preparation of a Service Area Plan, upon acceptance by Client. The Scope of Work is further detailed on the following page.

## SCOPE OF WORK FOR PREPARTION OF A SERVICE AREA PLAN

### I. Preparation of a Service Area Plan in accordance with California Government Code Section 56430 and LAFCo's Service Area Plan Guidelines

#### A. The existing Service Area Plan shall be comprehensively updated. The following sections shall be addressed in the update.

##### 1. **Executive Summary**

This Section shall summarize the conditions proposed by the plan and shall also summarize on how the facilities will be financed. Information shall be presented in table format and shall be included for each service category. Table data will summarize the various facilities, their costs and anticipated methods of financing.

##### 2. **Introduction**

This Section shall provide an introduction to the Heber PUD community and will include an introduction of the format and content of the plan.

##### 3. **Demographic Analysis and Projections**

This Section will identify land uses and discuss the potential development within the District's existing limits along with itemizing existing, developing and future land uses, within the Sphere of Influence. This section will also project how and when development is most likely to be phased throughout the next 20 years. The intent of this section is to provide an additional planning tool that may allow the District to anticipate future public facility needs and to budget moneys for the potentially needed improvements.

##### 4. **Public Services**

A complete description and analysis shall be provided of the applicable services provided to the community as follows: **Administration, Fire, Law Enforcement, Library, Parks and Recreation, Schools, Transportation, Sanitary Sewer, Domestic Water, and Stormwater.** The analysis shall identify existing facilities, personnel, and existing and projected demand for each of the services identified. Mitigation and Financing will be incorporated into each respective discussion for the following: Financing plans would only be applicable for those services under the responsibility of HPUD, otherwise, Imperial County responsibility would be identified.

Example Outline of Part 5 for each identified Service shall be as follows:

*Service Facility*

*Performance Standard*

*Facility Planning and Adequacy Analysis*

*Inventory of existing facilities*

*Inventory of approved facility*

*Buildout demand for facility*

*Phase of facilities*

*Mitigation*

*Financing*

A summary of how each Public Service section will be delivered is described as follows:

<p><b>Administration</b> –Existing levels of administrative services and facilities will be discussed and assessed by the Consultant including any plans for relocation.</p>
<p><b>Domestic Water</b> – Updates to existing Service Area Plan shall be based on recent capital improvements associated with the Water Treatment Plant expansion project. Additionally, water pipeline conditions and needs will be elaborated upon. Exhibits shall be updated.</p>
<p><b>Sanitary Sewer</b> – Updates to existing Service Area Plan will be based on recent capital improvements associated with the Wastewater Treatment Plant Expansion Project. Additionally, manhole and wastewater pipeline deficiencies shall be elaborated upon. Exhibits shall be updated and possible addition of manhole replacement map may be added depending on level of need.</p>
<p><b>Parks and Recreation</b> – Parks and Recreation facilities and services will be updated to reflect current demands and deficiencies.</p>
<p><b>Stormwater</b> – System deficiencies associated with flooding of pedestrian and streets will be mapped to facility discussion with Imperial County and/or Caltrans.</p>
<p><b>Transportation</b> – Transportation facilities and infrastructure are under the responsibility of Imperial County. Information will be obtained from Imperial Public Works and incorporated into the SAP.</p>
<p><b>Fire Protection</b> – Fire Services are provided by Imperial County. Information will be obtained from Imperial County Fire Department to update SAP.</p>
<p><b>Law Enforcement</b> – Law Enforcement Services are provided by the Imperial County Sherriff. Information will be obtained from Imperial County Sherriff’s office to update the SAP.</p>
<p><b>Library</b> – Library Services are provided by Imperial County. Information will be obtained from Imperial County Librarian to update the Service Area Plan.</p>
<p><b>Schools</b> – Educational Service information will be obtained from Heber Unified School District’s most current Master Plan and updates will be incorporated into the Service Area Plan.</p>

**5. Financing Plan**

This Section shall provide a summary of the financial alternatives available to fund each facility and discussion of the potential development impact on District finances. The Consultant will work closely with the Client’s Finance Officer to obtain the necessary information.

**6. Appendices**

Technical materials shall be provided that were utilized during the preparation of the Service Area Plan.

**II. Supplemental and Supportive Planning Services**

**A. The Consultant shall provide all required technical and support services as follows:**

1. Prepare Administrative draft for internal review and comment.
2. Coordinate LAFCO review and approval of the proposed updates.
3. Schedule and hold a Public Hearing: prepare, set and distribute a Public Hearing Notice.
4. Prepare a Staff Report for the Heber PUD Manager and Board including findings and recommendations.

**III. Compliance with the California Environmental Quality Act (CEQA)**

In accordance with CEQA, a Notice of Exemption shall be prepared and filed with the County Recorder.

**IV. Project Schedule**

The Holt Group’s goal is to provide a user-friendly document, with visual exhibits that support findings, using existing and accurate data as available and extending ample opportunity for input from other agencies, interested parties and District Staff. In order to prepare the document, conduct required public hearings, coordinate meetings with the general public, District staff, and present final work products to the Heber Public Utility District, an approximate four (4) month planning term will be required.

**V. Cost Estimate and Proposal**

It is anticipated that the team to be assigned to this project will consist of engineers and planners with extensive experience in preparing Service Area Plans, Water and Wastewater Master Plans, and other similar projects. The project manager for the Service Area Plan update will be Mr. George Galvan, AICP who has over 27 years of experience in the municipal planning.

Work will be invoiced on a monthly basis for a lump sum cost of \$19,510.00, as detailed in the following table.

<b>Executive Summary</b>	<b>Rate</b>	<b>Hours</b>	<b>Subtotal</b>
Principal Planner	\$ 140.00	5.00 hrs.	<b>\$ 700.00</b>

<b>Introduction</b>	Rate	Hours		Subtotal
Associate Planner	\$ 110.00	5.00	hrs.	\$ 550.00
Drafter	\$ 80.00	5.00		\$ 400.00
<b>Subtotal:</b>				<b>\$ 950.00</b>

<b>Demographic Analysis</b>	Rate	Hours		Subtotal
Principal Planner	\$ 140.00	5.00	hrs.	\$ 700.00
Associate Planner	\$ 110.00	12.00	hrs.	\$ 1,320.00
Assistant Planner	\$ 100.00	8.00	hrs.	\$ 800.00
Drafter	\$ 80.00	5.00	hrs.	\$ 400.00
<b>Subtotal:</b>				<b>\$ 3,220.00</b>

<b>Public Services</b>	Rate	Hours		Subtotal
Principal Planner	\$ 140.00	10.00	hrs.	\$ 1,400.00
Project Engineer	\$ 140.00	15.00	hrs.	\$ 2,100.00
Associate Engineer	\$ 120.00	20.00	hrs.	\$ 2,400.00
Associate Planner	\$ 110.00	24.00	hrs.	\$ 2,640.00
Assistant Planner	\$ 100.00	20.00	hrs.	\$ 2,000.00
Drafter	\$ 80.00	10.00	hrs.	\$ 800.00
<b>Subtotal:</b>				<b>\$ 11,340.00</b>

<b>Financing Plan</b>	Rate	Hours		Subtotal
Principal	\$ 140.00	10.00	hrs.	<b>\$ 1,400.00</b>

<b>Other Services</b>	Rate	Hours		Subtotal
Principal Planner	\$ 140.00	5.00	hrs.	\$ 700.00
Assistant Planner	\$ 100.00	12.00	hrs.	\$ 1,200.00
<b>Subtotal:</b>				<b>\$ 1,900.00</b>

**Grand Total: \$ 19,510.00**

**VI. EXCLUSIONS**

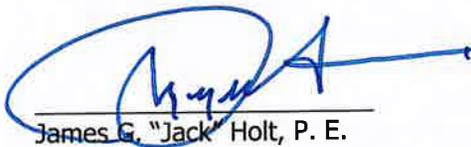
**The following items are excluded from the scope of work:**

Project Specific Assessment or Commitments that would require environmental levels at a Mitigated Negative Declaration or higher. Cost of publication and mailing of Public Notices is also excluded.

The Consultant and Client have agreed to the stipulated work-scope, compensation, and conditions for delivery of service. Execution of this agreement will become the contract to provide the referenced professional services.

THE HOLT GROUP, INC.

Heber Public Utility District



James G. "Jack" Holt, P. E.  
Secretary/Chief Financial Officer

\_\_\_\_\_  
Madeline Dessert  
District Manager

4/30/2025  
Date

\_\_\_\_\_  
Date