

# **HEBER PUBLIC UTILITY DISTRICT**

## **REPORT TO BOARD OF DIRECTORS**

**MEETING DATE:** September 20, 2018

**FROM:** Laura Fischer, General Manager

**SUBJECT:** Authorize the General Manager to Execute a Monthly Retainer Agreement with Ruiz and Associates to Provide Safety Consulting Services.

**ISSUE:**

Shall the Board of Directors authorize the General Manager to execute a monthly retainer agreement with Ruiz and Associates to provide safety consulting services?

**GENERAL MANAGER'S RECOMMENDATION:**

It is recommended that the Board of Directors authorize the General Manager to execute a monthly retainer agreement with Ruiz and Associates to provide safety consulting services.

**FISCAL IMPACT:**

The monthly retainer amount is \$485.00, which puts the annual cost at \$5,820. This is a three year contract which put the total agreement value at \$17,460. This amount is included in the FY 2018-19 budget, and will be included in the next two year budget.

**CONCLUSION:**

The HPUD is required to provide safety training to our employees and we have contracted with Ruiz and Associates over the past three years for this service. Staff has been satisfied with the services previously provided by Ruiz, which included the preparation of several safety related emergency plans, operation plans, and compliance documents. As these mandatory required reports were prepared and have been filed with our regulators, this current contract has a lower monthly retainer amount and will continue to focus on employee safety training.

The contract amount is reasonable and it is recommended that the Board authorize the General Manager to execute the contract.

Respectfully Submitted,

Laura Fischer,  
General Manager

Agreements: Ruiz and Associates Safety Consulting Monthly Retainer Agreement



Fernando Ruiz, Inc. dba

# RUIZ & ASSOCIATES

*“Helping business people, one client at a time.”*

August 3, 2018

Laura Fischer, General Manager  
**HEBER PUBLIC UTILITY DISTRICT**  
1078 Dogwood Rd., Suite 103  
Heber, CA 92243

**RE: Safety Consulting Services – Monthly Retainer Agreement**

Dear Laura:

This is to provide you a written agreement for our continued safety consulting services. Noted below is a list of safety services that we will would like to propose for consideration as our a Monthly Retainer Program:

1. Monthly Safety Meetings
2. Hazardous Materials Business Plan for two facilities
3. Supervisor Heat Illness Training
4. Annual Site Safety Inspections for Water Treatment and Waste Water Treatment Plan

**Monthly Retainer Cost for 3-Year Agreement: \$485.00**

If you're in agreement with this quote, please initial and email this agreement back to our office at: [ken@ruizinc.net](mailto:ken@ruizinc.net).

Sincerely,

Fernando Ruiz  
***Ruiz & Associates***  
(760) 455-9726

Agreement accepted as presented: \_\_\_\_\_  
Laura Fischer, GM

\_\_\_\_\_  
Date