



RESOLUTION No. 17-397

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING A CONTRACT WITH BARTEL ASSOCIATES LLC TO PROVIDE THE BIENNIAL OTHER POST-EMPLOYMENT BENEFITS (OPEB) ACTUARIAL VALUATION STUDY

WHEREAS, the County obtains a biennial actuarial study of its Other Post-Employment Benefits (OPEB) program to determine the unfunded liability as of June 30 for each fiscal year, and to comply with the Government Accounting Standard Board (GASB) 45/75 for financial statement reporting; and

WHEREAS, Bartel Associates LLC will prepare the biennial OPEB actuarial valuation study using the June 30, 2017 data to determine the contribution rates for the Fiscal Year 2018/19 and Fiscal Year 2019/20 and the unfunded liability to meet the GASB reporting requirements.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors that the Chair of the Board of Supervisors be and is hereby authorized to execute, on behalf of the County of Nevada, a contract with Bartel Associates LLC, to prepare the GASB 45/75 OPEB actuarial valuation study using the June 30, 2017 data for the Fiscal Year 2018/19 and Fiscal Year 2019/20, in the amount of \$31,500, for the period July 1, 2017 through December 31, 2019.

Funding: 0101102020411000 521520

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 25th day of July, 2017, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Hank Weston and Richard Anderson.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: 


Hank Weston, Chair

7/25/2017 cc: AC* (Hold)

7/27/2017 cc: AC* (Release)
BA, LLC.

PERSONAL SERVICES CONTRACT

County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein "County"), and

Bartel Associates, LLC

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

(§1) **Actuarial consulting services for preparation of a biennial valuation of the County's Other Post Employment Benefits (OPEB) and Annual Reporting as required by GASB 75**

SUMMARY OF MATERIAL TERMS

(§2) **Maximum Contract Price:** \$31,500
(§3) **Contract Beginning Date:** 07/01/2017 **Contract Termination Date:** 12/31/2019
(§4) **Liquidated Damages:** _____

INSURANCE POLICIES

Designate all required policies:

		Req'd	Not Req'd
(§6) Commercial General Liability	(\$1,000,000)	<u>X</u>	_____
(§7) Automobile Liability	(\$ 300,000) Personal Auto	_____	<u>X</u>
	(\$1,000,000) Business Rated	<u>X</u>	_____
	(\$1,000,000) Commercial Policy	_____	<u>X</u>
(§8) Worker's Compensation		<u>X</u>	_____
(§9) Errors and Omissions (\$1,000,000)		<u>X</u>	_____

LICENSES AND PREVAILING WAGES

(§14) Designate all required licenses:

NOTICE & IDENTIFICATION

(§26) **Contractor:**
Bartel Associates LLC
411 Borel Ave, Suite 101
San Mateo, CA 94402

County of Nevada:
950 Maidu Avenue
Nevada City, CA 95959

Contact Person: John Bartel
(650) 377-1600
e-mail: jbartel@bartel-associates.com

Contact Person: Marcia Salter
(530) 265-1251
e-mail: Marcia.Salter@co.nevada.ca.us
Org Code:0101-10202-0411000-521520

Contractor is a: (check all that apply)

Corporation:	_____ Calif.,	_____ Other,	<u>X</u> LLC,	_____ Non-profit
Partnership:	_____ Calif.,	_____ Other,	_____ LLP,	_____ Limited
Person:	_____ Indiv.,	_____ DbA,	_____ Ass'n	_____ Other

EDD: Independent Contractor Worksheet Required: _____ Yes _____ No
HIPAA: Schedule of Required Provisions (Exhibit D): _____ Yes _____ N

ATTACHMENTS

Designate all required attachments:

	Req'd	Not Req'd
Exhibit A: Schedule of Services (Provided by Contractor)	<u>X</u>	___
Exhibit B: Schedule of Charges and Payments (Paid by County)	<u>X</u>	___
Exhibit C: Schedule of Changes (Additions, Deletions & Amendments)	<u>X</u>	___
Exhibit D: Schedule of HIPAA Provisions (Protected Health Information)	___	<u>X</u>



Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section (§) therein, as the case may be.

Services

1. Scope of Services:

Contractor shall provide all of the services, materials and products (herein "Services") generally described in **Exhibit "A"**, according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

Payment

2. Charges and Payments:

The charges (herein "Charges") for furnishing the aforesaid Services under this Contract are set forth in **Exhibit "B"**, including, if applicable, hourly rates, unit pricing, and expense, mileage and cost limits. Said Charges shall be presented monthly by invoice, and shall be due within thirty (30) days of receipt unless payment is otherwise set forth in said **Exhibit "B"**, and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the **Maximum Contract Price** set forth at §2, page one (1), above.

Time for Performance

3. Contract Term:

This Contract shall commence on the **Contract Beginning Date** set forth at §3, page one (1), above. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** set forth at §3, page one (1), above.

4. Liquidated Damages:

County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as **Liquidated Damages**, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

5. Time of the Essence:

Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

Insurance

6. Commercial General Liability Insurance: (County Resolution No. 90674)

If §6 at page one (1) hereof shall indicate a **Commercial General Liability** insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:

- (i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;

- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and other insurance maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

7. Automobile Liability Insurance: (County Resolution No. 90676)

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:

- (i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and other insurance maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §7 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, (\$300,000), in combined single limits, and naming the County as additionally insured.

8. Worker's Compensation: (County Resolution No. 90674)

If §8 at page one (1) hereof shall indicate a **Worker's Compensation** insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for worker's compensation liability or to undertake a program of self-insurance therefor.

9. Errors and Omissions:

If §9 at page one (1) hereof shall indicate **Errors and Omissions** insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

10. Miscellaneous Insurance Provisions: (County Resolution No. 90675)

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to "claims made" coverage. If the County does consent to "claims made" coverage and if Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then Contractor shall carry prior acts coverage.

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by County, its officers, agents and/or employees, shall be excess only and not contributing with insurance required or provided under this agreement.

At all times, Contractor shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be issued by companies

with a Best's Rating of B+ or higher (B+, B++, A-, A, A+ or A++), or a Best's Financial Performance Rating (FPR) of 6 or higher (6, 7, 8 or 9) according to the current Best's Key Rating Guide, or shall be issued by companies approved by the County Risk Manager. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Contractor shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this Contract.

Failure to provide and maintain the insurance policies (including Best's ratings), endorsements, or certificates of insurance required by this Contract shall constitute a material breach of this agreement (herein "Material Breach"); and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both. (See §13, ¶2, below, as these provisions additionally apply to subcontractors.)

11. Indemnity:

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify, defend and hold harmless the County and its officers, officials, employees, agents and volunteers from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Contractor, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

Personal Services

12. Contractor as Independent:

In providing services herein, Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as agents or employees of County.

13. Assignment and Subcontracting:

Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute nor replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor and assignee to comply with the insurance provisions set forth herein at §§6, 7, 8, 9 and 10, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor and assignee shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

14. Licensing and Permits:

Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

Public Contracts

15. Prevailing Wage and Apprentices:

To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with Section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code §§1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§200 et seq., relating to apprenticeship. Where applicable:

- (i) Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage

determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.

(ii) Contractor and all subcontractors must comply with the requirements of Labor Code Section 1771.1(a) pertaining to registration of contractors pursuant to Section 1725.5. Registration and all related requirements of those Sections must be maintained throughout the performance of the Contract.

(iii) Contracts to which these prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Each contractor and subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.

(iv) The County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.

16. Accessibility (County Resolution No. 00190):

It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be in compliance with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.

17. Nondiscriminatory Employment:

In providing Services hereunder, Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.

18. Prior Nevada County Employment (County Resolution No. 03-353):

Effective July 22, 2003, it is the policy of the County of Nevada that former members of the Board of Supervisors, a former CEO, or a former Purchasing Agent, for a period of twelve (12) months following the last day of employment, shall not enter into any relationship wherein that former employee or former Board member receives direct remuneration from a legal entity that, during the last twelve (12) months of said employment or Board member's service, entered into a contract with, or received a grant from the County of Nevada. Provided however, that this prohibition shall not apply to any employee that did not personally approve a contract with or grant to said legal entity during the last twelve (12) months of said employment, and shall not apply when the Board of Supervisors did not approve a contract with or grant to said legal entity during the last twelve (12) months of said Board member's service.

A violation of this policy shall subject Contractor to all of the remedies enumerated in said resolution and as otherwise provided in law, which remedies shall include but not be limited to injunctive relief, cancellation and voiding of this contract by County, a return of grant money, a cause of action for breach of contract, and entitlement to costs and reasonable attorney fees in any action based upon a breach of contract under this provision.

19. Cost Disclosure:

In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report

Default and Termination

20. Termination:

A Material Breach of this Contract pursuant to the terms hereof or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this contract, or both, **without notice**.

If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) days written notice** to Contractor.

Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

County, upon giving **sixty (60) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if the County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

Miscellaneous

21. Books of Record and Audit Provision:

Contractor shall maintain complete records relating to this Contract for a period of five (5) years from the completion of Services hereunder. Said records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits

Contractor shall permit County to audit said records as well as such related records of any business entity controlled by Contractor. Said audit may be conducted on Contractor's premises or at a location designated by County, upon fifteen (15) days notice. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charged of five percent (5%) or more of the Maximum Contract Price.

22. Intellectual Property:

All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

23. Entire Agreement:

This Contract represents the entire agreement of the parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by written, fully executed agreement of the parties.

24. Jurisdiction and Venue:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Nevada County, California.

25. Compliance with Applicable Laws:

The Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.

26. Notices:

This Contract shall be managed and administered on County's behalf by the department and the person set forth at §26, page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §26 Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

27. Authority:

All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

CONTRACTOR:

John E. Bartel

Name: John E. Bartel
Title: President

Dated: July 3, 2017

COUNTY OF NEVADA:

Hank Weston

Honorable Hank Weston
Chair, Board of Supervisors

Dated: 7/25/2017

Attest: Julie Patterson Hunter
Julie Patterson Hunter
Clerk of the Board

EXHIBIT "A"

SCHEDULE OF SERVICES

Bartel Associates, LLC

Bartel Associates, LLC will prepare a GASB 75 OPEB actuarial valuation of the County's retiree healthcare plan as of June 30, 2017, CERBT actuarial certifications, a formal valuation report and a June 30, 2018 and June 30, 2019 GASB 75 Report

Services will include:

- The necessary actuarial certifications, funding policy certification, and Excel valuation information spreadsheet required by CalPERS for agencies funding with CERBT along with a certified final valuation results discussion outline.
- The GASB 75 costs and liabilities presented for the plan as a whole and with breakdowns for Miscellaneous and Safety employees.
- The costs and liabilities will be provided using one funding method and one set of assumptions.
- Contractor and County will have one meeting to review valuation results and the Contractor will provide a preliminary valuation results discussion outline for the meeting. The discussion outline will summarize the plan provision, census data, actuarial methods and assumptions, and the valuation results.
- Contractor will prepare a formal valuation report which will include all the information needed for the County's financial statement and should be sufficient for the County's auditors.
- The June 30, 2017 valuation will determine the County's 2017/18 and 2018/19 contributions. Since GASBS 75 allows an actuarial valuation roll forward not more than 30 months and one day before the County's fiscal year end, the June 30, 2018 and the June 30, 2019 GASBS 75 information can be based on the June 30, 2017 valuation. We have included a separate fee estimate for the June 30, 2018 and the June 30, 2019 GASBS 75 information using the June 30, 2017 valuation.

Data Requirements

- Written summary of the County's retiree healthcare plan provisions, including a description of the County's contributions for active and retired employees if they have changed since the June 30, 2015 actuarial valuation.
 - Copies of the most recent MOUs for bargained employee groups and agreements for unrepresented groups if that information is not available on the County's website.
 - The County's 2015 and 2016 OPEB financial statement footnotes and required supplementary information if not available on the County's website.
 - The County's most current CalPERS PEMHCA resolution(s) if different from that provided for the June 30, 2015 valuation.
 - The County's last monthly CalPERS health premium invoice, including a list of the County's contribution for each employee and retiree.
 - Total OPEB retiree pay-as-you-go costs for 2015/16 and 2016/17.

- All quarterly and annual trust statements received from CalPERS since June 30, 2015.
- Active and retired participant data as of the June 30, 2017 valuation date in an Excel workbook format.
- •Active Data - name, employee number (not Social Security number), gender, birth date, hire date, medical plans, single/2-party/family coverage, CalPERS pension plan (Miscellaneous , Safety), total CalPERS service including service at other agencies (if available), bargaining or employee group, Medicare eligibility (if available), and annual PERSable compensation. Indicate the pay period for the compensation reported. Include any active employees who have waived healthcare coverage.
- Retiree Data - name, employee number (not Social Security number), gender, birth date, hire date, retirement type (service retirement, disability retirement, surviving spouse), retirement date, medical plans, single/2-party/family coverage, CalPERS pension plan (Miscellaneous 2.7%@55 or 2%@60 or PEPRA, Safety 3%@50 or 3%@55 or PEPRA), bargaining or employee group, spouse's birth date (if available), Medicare eligibility, portion of premium paid by the County, and portion of premium paid by the retiree. Include any retirees or surviving spouses of retirees who have waived coverage.
- Our fee estimate assumes that the County will merge and reconcile all data files and provide one census file with one complete record for each employee and eligible retiree. If the County needs our help to merge and reconcile data, our fees will be higher.

EXHIBIT "B"

SCHEDULE OF CHARGES AND PAYMENTS

(Paid by County)

Payment schedules shall set forth specific milestones which relate to the schedule of services to be provided, as set forth in **Exhibit "A"**, above.

The fee to prepare an actuarial valuation of the County's retiree healthcare plan as of June 30, 2017 will be approximately \$23,000 and one meeting to discuss the valuation results. If the County would like us to prepare the June 30, 2018 and the June 30, 2019 GASBS 75 information using the June 30, 2017 valuation, the additional fees are approximately \$3,000 for each report.

The following table summarizes the fees:

Projects	Estimated Fees	Not To Exceed
▪ June 30, 2017 OPEB Actuarial Valuation	\$22,500	\$24,500
▪ June 30, 2018 GASBS 75 Report	\$3,000	\$3,500
▪ June 30, 2019 GASBS 75 Report	\$3,000	\$3,500

Our fee estimate assumes:

- We will bill the County at the following hourly rates:
 - Partner \$270 - \$320
 - Assistant Vice President \$240
 - Associate Actuary \$190
 - Senior Actuarial Analyst \$170
 - Actuarial Analyst \$140
- The County has made no changes to its retiree healthcare plan since the last actuarial valuation as of June 30, 2015. (Please review the benefit summary in our last actuarial valuation results outline and let us know of any changes.)
- Participant census data requested will be provided completely and accurately in an Excel workbook with one record per participant.
- The County has not changed its funding policy since the June 30, 2015 actuarial valuation (i.e. County continues to pre-fund the full actuarially determined contributions.)
- All plan, financial, and census information requested will be provided and is internally consistent.
- Costs and liabilities will be provided using one funding method and one set of assumptions.
- Actuarial costs and liabilities will be presented for the plan as a whole with breakdowns for Miscellaneous and Safety participants.
- We will have one meeting with the County to review the valuation results and will provide a preliminary valuation results discussion outline for the meeting. The discussion outline will

summarize the plan provisions, census data, actuarial methods and assumptions, and the valuation results.

- There will be no additional charges for expenses (e.g., travel, telephone, copying, etc.). The hourly rates above include our costs for these items.
- The valuation includes an implied subsidy.
- We will invoice the County monthly based on time incurred, subject to the above maximum fee.

Our fee estimate may be higher if:

- Results are needed separately for additional employee groups.
- Results are needed for additional assumptions, funding methods, contribution policies, or alternative plan designs.
- The County requests additional meetings. We will base our fee for additional meetings on our billing rates, the time needed for the meeting, preparation, and possibly travel time.
- The County requests a formal valuation report, an executive summary, or a draft financial statement footnote. We estimate that our fees would be \$2,000 for an executive summary.
- The County requests a GASBS 74 report for the 6/30/17 or the 6/30/18 financial statements. Our estimated fees are approximately \$3,000 for each report.

EXHIBIT "C"

SCHEDULE OF CHANGES

(Amendments and Additions to Contract)

22. Intellectual Property - Paragraph 22 is amended in its entirety to read:

All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), belonging to the County which concern or relate to this Contract and have been submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County in a commercially recognized format without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

28. Confidentiality Clause - Paragraph 28 is added to read:

Except as expressly authorized under the terms of the Agreement, or as required by law, Contractor shall not disclose any information, documents, records or data provided by County to Contractor pursuant to this Agreement that County identifies as confidential, or that is otherwise deemed confidential under law. In addition, Contractor agrees to comply with the requirements of 42 U.S.C. §§ 1171 et seq., Health Insurance Portability and Accountability Act of 1996 (HIPAA), and its subsequent amendments, related to Protected Health Information (PHI), in performing any task or activity on behalf of County to the extent Contractor is required by law to comply with said requirements.


Approved by County Counsel

