

Rancho Adobe Fire Protection District

11000 Main Street
P. O. Box 1029
Penngrove, California 94951

Telephone: (707) 795-6011
Fax: (707) 795-5177
www.rafd.org

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
NOVEMBER 20, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call Jennifer Bechtold, Board Clerk, at 707-795-6011 for assistance so the necessary arrangements can be made.

The Board meeting agenda and all supporting documents are available for public review at 11000 Main Street, Penngrove, CA 94951, 72 hours in advance of a scheduled board meeting. Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 11000 Main Street, Penngrove, during normal business hours, Tuesday through Friday, 9:00 a.m. – 5:00 p.m. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

To speak on any item under discussion by the Board on this agenda, you may do so upon receiving recognition from the Chair. Time limitations on public testimony may be imposed at the discretion of the Chair in conformity with Board Meeting Policy Provisions 5010.100-5010.103 and 5010.110.

II. ORAL AND WRITTEN COMMUNICATIONS

- A. Citizen Business/Public Comments on Items not appearing on Agenda — *Public is advised to limit discussion to one presentation per individual and observe the time limit of 4 minutes. Please state your name and address for the record before making your presentation.*
NOTE: Any item raised by a member of the public which does not appear on the agenda but which may require Board action shall be referred to District staff for investigation and disposition unless the item requires action to be taken by the Board at the meeting during which it was raised and constitutes an emergency, or the need to take such action arose after the posting of the agenda within the meaning of Government Code Section 54954.2(b).
- B. Correspondence and/or Presentations

III. APPROVAL OF MINUTES

The Board of Directors will review, amend and approve prior months' Board meeting minutes.

- A. Regular Board Meeting of October 16, 2024

IV. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed from the Consent Calendar and will be considered separately.

- A. Ratification of Checks Issued

V. ADMINISTRATIVE COMMUNICATIONS

An opportunity to report on individual activities related to District Business.

- A. Firefighter's Union Report
B. Firefighters' Association Report
C. Chief's Report
D. Director Reports
E. Committee Reports
a. Finance/Budget
b. Ad Hoc Capital Improvements

(Continued on next page)

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
NOVEMBER 20, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE
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VI. NEW BUSINESS

- A. Presentation on Consolidation with Sonoma County Fire Protection District
Chief Veliquette and Chief Busch will present information on consolidation of RAFD and SCFD
- B. Discussion on Resolution R-5: A Concurrent Resolution of the Board of Directors of the Sonoma County Fire District and the Board of Directors of the Rancho Adobe Fire Protection District Constituting the Districts' Resolution of Application to the Local Agency Formation Commission of Sonoma County For Consolidation of the Rancho Adobe Fire Protection District into the Sonoma County Fire District
The Board of Directors will consider adopting Resolution R-5 to submit an application to LAFCO to begin the process of consolidation with SCFD
- C. Discussion and Approval of Agreement for Services between the County of Sonoma and the Rancho Adobe Fire District to Collect Fire Mitigation Impact Fees
The Board of Directors will review and possibly approve the agreement for services with the County of Sonoma to collect and disperse fire mitigation impact fees within County jurisdiction on behalf of the District

VII. DIRECTION ON FUTURE AGENDA ITEMS

VIII. ADJOURNMENT

Certificate of Posting of the Agenda: I declare under penalty of perjury under the laws of the State of California that I am employed by the Rancho Adobe Fire District and that I caused this agenda to be posted on the bulletin boards at Station 1 (Cotati), Station 2 (Penngrove), Station 3 (Liberty), Cotati City Hall and the Penngrove U.S. Post Office on November 15, 2024.



Jennifer Bechtold, Clerk of the Board



Rancho Adobe Fire Protection District

Board of Directors Meeting

November 20, 2024

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APPROVAL OF MINUTES

Rancho Adobe Fire Protection District

11000 Main Street
P. O. Box 1029
Penngrove, California 94951

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Fax: (707) 795-5177
www.rafd.org

DRAFT

**NOTICE & AGENDA OF THE REGULAR BOARD MEETING
OCTOBER 16, 2024 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

President Mark Hemmendinger, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on September 12, 2024.

Directors Present: Mark Hemmendinger, Bob Moretti, Sage Howell, Bret Herman, Michael Gadoua, Ray Peterson

Directors Absent: Brian Proteau

Minutes Conducted by: Jennifer Bechtold

II. ORAL AND WRITTEN COMMUNICATIONS

A. Citizen Business/Public Comments on Items not appearing on Agenda

There was no public comment.

B. Correspondence and/or Presentations

There was no correspondence.

III. APPROVAL OF MINUTES

A. Regular Board Meeting of September 18, 2024

Motion moved by Mr. Herman to approve the minutes of September 18, 2024 and seconded by Mr. Howell.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

Motion moved by Mr. Petersen to approve the consent calendar and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

V. ADMINISTRATIVE COMMUNICATIONS

A. Firefighter's Union Report

No report filed.

B. Firefighters' Association Report

Engineer Jake McClendon noted the Association is continuing to support the Heard Family. This Saturday, at the Groverman's pumpkin patch, the fire engine will be on display.

C. Chief's Report

Chief Veliquette reported the following information:

- 1.) Activities – September's focus was Kyle Heard's memorial. Concluded 9 months of engineer's academy and all three candidates have passed. Engineer Jake McClendon is being promoted to Captain as of November 1. We have two FF/EMTs in background for full-time positions and five new part-time firefighters should be ready to begin the academy in December. We will also be promoting two engineers to backfill vacant spots. Additionally, the defensible space program has concluded for the season, with over 600 parcels inspected and 85% compliance.
- 2.) Notable incidents: threat at Penngrove School, firehouse was used as reunification area for parents and kids. We also had a vegetation fire on Cold Springs which was contained at 4 acres. Cause was mylar balloons that got into power lines. All staff did amazing work at both of these incidents.
- 3.) September calls for service: 217 which included 102 EMS, 78 good intent, 9 fires, 7 hazardous conditions. 47 of these calls (20%) were to SSU. Mr. Hemmendinger would like to put more pressure on SSU regarding the numerous false alarms continuing to occur. Chief Veliquette will reach out to the new Chancellor to set up a meeting.
- 4.) Battery Energy Storage System – proposed to go in at the former Green Strings Farm at Adobe/Frates. This is for lithium battery storage which are held in 8x8 steel containers and the holding spot for energy. This is one of two proposals in our District. The other facility is slated to be next to the PG&E substation on Adobe. The County is requiring a full EIR be completed, which will take about a year. Construction would then take another year to be completed.
- 5.) Other major projects within the District include an apartment complex in Penngrove off Hatchery Lane, 12 live/work units next Penngrove Park, 13 units off Lasker Lane, 35 residential units off Old Redwood in Cotati, 157 homes called Redwood Row by Lowes and 177 apartments and 126 homes in another parcel near Lowes.
- 6.) Upcoming Events – facilities assessment with VanPelt this Friday, completion of Type 3 spec, preparing chassis remount of 9132.
- 7.) Fire Districts Conference will be held in Napa, April 2025. Date to come. FDAC Leadership Symposium was attended by management staff in September. We are in the planning stage for our annual badge pinning that will happen November 22 or 23. Red Flag warning is in effect this Thursday through Saturday.
- 8.) Chief Veliquette also noted that Chief Doug Williams passed away this morning at home. Flags will be flown at half-staff. A moment of silence was held in Chief Williams' honor.

D. Director Reports

No report filed.

E. Committee Reports

a. Finance/Budget

Mr. Hemmendinger noted the finance committee met and reviewed revisions to our UAL policy. The committee also reviewed proposals from two vendors who

offer Section 115 Trusts.

b. Ad Hoc Capital Improvements

Chief Veliquette clarified that once VanPelt completes their inspections, we get a master plan at granular level ready to go out to architects. Also included in their documentation are budget numbers and capital outlay, critical path schedule, plans to move forward, and what the cost will be for projects. The anticipated timeline completion is less than three months. Once the report is compiled, the Board will receive the master plan.

VI. NEW BUSINESS

A. Discussion and Action on Kaiser Healthcare Plan for 2025

Mr. Hemmendinger noted the Kaiser renewal is 11.8% which is about twice what we had anticipated. In comparison, other healthcare plan costs were 4.5% - 67% higher, but also at much higher out of pocket costs to staff.

Motion moved by Mr. Gadoua to approve the Kaiser healthcare plan for 2025 and seconded by Mr. Peterson.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

B. Discussion on Resolution R-4 Amending the District's Existing Pension Management Policy #7030

The finance committee has reviewed the policy amendments, most notably, revising the funding ratio from 95% down to 85% to prevent overfunding of CalPERS pension plans. The policy also incorporates the utilization of the Section 115 Trust plan and other suggested language changes. There was no public comment.

Motion moved by Mr. Petersen to amend Policy 7030 and seconded by Mr. Howell.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Roll Call:

- Mr. Proteau – absent
- Mr. Howell – aye
- Mr. Peterson – aye
- Mr. Gadoua – aye
- Mr. Moretti – aye
- Mr. Hemmendinger – aye
- Mr. Herman – aye

C. Discussion on Creating a Section 115 Trust Plan with Public Agency Retirement

Mr. Hemmendinger commented that we are in a great position to establish a Section 115 Trust as we have paid off the unfunded liabilities with PERS through the pension obligation bonds. Two vendors were reviewed: CalPERS and PARS. While PARS had slightly higher fees, the returns far outweighed the costs. There are also many different investment options through PARS than what is offered by PERS. Utilization of PARS has also been recommended by the finance committee. Mr. Hemmendinger feels it is important to note that with the Section 115 Trust, our funds are not protected and they can go up and down with market variations.

Motion moved by Mr. Herman to establish a Section 115 Trust Plan with PARS and seconded by Mr. Peterson.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

D. Discussion on Purchase of LED Signs for the Penngrove and Liberty Fire Stations

Chief Veliquette commented that we received \$140,000 from the County to purchase two LED station signs, one at Penngrove and another at Liberty. These signs will communicate public messages. Mr. Herman asked about working with Liberty School to share messaging on the sign and in return, request they pay a portion of the trenching costs necessary to power the sign. Chief Veliquette replied that he has not had a conversation with the school about this, but with Board direction, he will reach out. Mr. Moretti feels the price for the signs is very high. He asked how much trouble it would be to put our own RFP out to bid. Chief Veliquette said we would have to go through the RFP process from start to finish, which can take 30 or more days. The cost of the signs does seem to be in alignment with the bids other agencies received.

Motion moved by Mr. Moretti to approve a "piggyback" bid agreement awarded by Sonoma County Fire District to Robert Sanders & Co. for the purchase of LED signs at Penngrove and Liberty Fire Stations and seconded by Mr. Gadoua.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

VII. DIRECTION ON FUTURE AGENDA ITEMS

- Funding of PARS Section 115 Trust and Investment Strategies

VIII. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:20 p.m.

Motion moved by Mr. Howell and seconded by Mr. Herman.

Motion Carried: Aye 6 No 0 Abstain 0 Absent 1

Respectfully submitted,



Jennifer Bechtold, Board Clerk

CONSENT CALENDAR



Rancho Adobe Fire Protection District

11000 Main Street
P.O. Box 1029
Penngrove, California 94951

Phone: (707) 795-6011
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RATIFICATION OF WARRANTS AND PAYROLL

FOR THE REGULAR MEETING OF November 20, 2024

In accordance with Government Code Section 37208, ratification of the following warrant amounts are presented to the Fire District Board:

Regular Payable Checks:	\$138,737.09
Payroll Checks:	\$ 88,298.73
Total All Disbursements:	\$227,035.82

All individual warrants and warrant registers are available for review by the board members or the public upon request. Payroll registers are confidential and not available for individual review in accordance with State Law.

The necessary internal controls are in place to safeguard the District's in conformance with Generally Accepted Accounting Principles, sound business practices and prudent budgetary principles. Payroll documents and warrants invoices have been reviewed and approved by the appropriate Department Head, Fire Chief and Department Bookkeeper or Accountant before payment.

Jennil Bechtold

11-14-24

Clerk of the Board

Date

Rancho Adobe Fire Protection District
Check Detail
October 30, 2024

Type	Num	Date	Name	Account	Paid Amount
ACH	ACH	10/30/2024	CALPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-1,757.49
			5923 · CalPERS		-1,757.49
ACH	ACH	10/30/2024	CALPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-2,233.16
			5923 · CalPERS		-2,233.16
ACH	ACH	10/30/2024	CALPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-36,185.44
			5923 · CalPERS		-36,185.44
ACH	ACH	10/30/2024	CALPERS FISCAL SERVICES DIVISION	1035 · Summit State Bank - Operating	-38,168.64
			5923 · CalPERS		-38,168.64
ACH	ACH	10/30/2024	CALPERS SUPPLEMENTAL INCOME PLA	1035 · Summit State Bank - Operating	-6,294.00
			5923 · CalPERS		-6,294.00
Bill Pmt -Check	6378	10/30/2024	RANCHO ADOBE PAID FIREFIGHTERS	1035 · Summit State Bank - Operating	-3,660.00
Bill	October 2024	10/30/2024	5910 · Full-Time Personnel		-3,660.00

Rancho Adobe Fire Protection District
Check Detail
October 30, 2024

Authorized By:

TOTAL CHECKS ISSUED: 88,298.73

Tom Verabert
Print Name

[Signature]
Sign

Fire Chief
Title

James Deatlos
Print Name

[Signature]
Sign

Battalion Chief
Title

Kanchno Aaope Fire Protection District
Check Detail
 October 31, 2024

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6379	10/31/2024	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	1035 · Summit State Bank - Operating	-1,057.88
Bill	Inv# 728300	10/31/2024		6610 · Legal Services	-1,057.88
Bill Pmt -Check	6380	10/31/2024	BAUER COMPRESSORS	1035 · Summit State Bank - Operating	-586.80
Bill	Inv#327684	10/31/2024		6165 · SCBA Maintenance	-586.80
Bill Pmt -Check	6381	10/31/2024	BNY MELLON	1035 · Summit State Bank - Operating	-1,500.00
Bill	Inv# 252-2670778	10/31/2024		6461 · Operational Expense	-1,500.00
Bill Pmt -Check	6382	10/31/2024	CATHY DOOYES	1035 · Summit State Bank - Operating	-425.00
Bill	Classes	10/31/2024		6596 · CQI Expense	-425.00
Bill Pmt -Check	6383	10/31/2024	EMERGENCY EQUIPMENT MANAGEMENT	1035 · Summit State Bank - Operating	-95.27
Bill	Inv# 65929	10/31/2024		6022 · Safety Clothing	-95.27
Bill Pmt -Check	6384	10/31/2024	ENTENMANN ROVIN CO	1035 · Summit State Bank - Operating	-425.99
Bill	Inv# 0184091	10/31/2024		6020 · Uniforms	-425.99

RAJICHO AVUDE FIRE PROTECTION DISTRICT
Check Detail
 October 31, 2024

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Bill Pmt -Check	6385	10/31/2024	KAISER (OCCUPATIONAL HEALTH)	1035 · Summit State Bank - Operating	
Bill	G#320901054043	10/31/2024		6650 · Health Services	-460.00
				6605 · Hiring Expense	-3,802.00
					<u>-4,262.00</u>
Bill Pmt -Check	6386	10/31/2024	KAISER PERMANENTE	1035 · Summit State Bank - Operating	
Bill	November 2024	10/31/2024		5930 · Health Insurance	-27,423.00
					<u>-27,423.00</u>
Bill Pmt -Check	6387	10/31/2024	KYLE FAIRBANKS	1035 · Summit State Bank - Operating	
Bill	Reimb. Boots	10/31/2024		6022 · Safety Clothing	-300.00
					<u>-300.00</u>
Bill Pmt -Check	6388	10/31/2024	KYOCERA DOCUMENT SOLUTIONS NOR	1035 · Summit State Bank - Operating	
Bill	Inv# 5031746611	10/31/2024		6820 · Rent/Lease Equipment	-196.72
					<u>-196.72</u>
Bill Pmt -Check	6389	10/31/2024	LIFE ASSIST	1035 · Summit State Bank - Operating	
Bill	Inv# 1521173	10/31/2024		6260 · Medical Supplies	-140.94
					<u>-140.94</u>
Bill Pmt -Check	6390	10/31/2024	MARK CLEMENTI, PH.D.	1035 · Summit State Bank - Operating	
Bill	Inv#10-15-24	10/31/2024		6605 · Hiring Expense	-1,688.00
					<u>-1,688.00</u>

KANCANO AUQUE FIRE PROTECTION DISTRICT
Check Detail
October 31, 2024

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Bill Pmt -Check	6391	10/31/2024	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Inv#30469911/30470139	10/31/2024		6260 · Medical Supplies	<u>-320.16</u>
					-320.16
Bill Pmt -Check	6392	10/31/2024	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 1163744	10/31/2024		7201 · Fuel	<u>-2,033.66</u>
					-2,033.66
Bill Pmt -Check	6393	10/31/2024	PG&E	1035 · Summit State Bank - Operating	
Bill	Mult Accts	10/31/2024		7320 · Utilities	<u>-3,915.82</u>
					-3,915.82
Bill Pmt -Check	6394	10/31/2024	REDCOM	1035 · Summit State Bank - Operating	
Bill	Inv#Q2 24/25	10/31/2024		6526 · Dispatch Service-Redcom	<u>-42,753.45</u>
					-42,753.45
Bill Pmt -Check	6395	10/31/2024	SMOTHERS	1035 · Summit State Bank - Operating	
Bill	Inv# 12836	10/31/2024		6155 · Apparatus Maintenance	<u>-43.54</u>
					-43.54
Bill Pmt -Check	6396	10/31/2024	SONOMA CO TAX COLLECTOR	1035 · Summit State Bank - Operating	
Bill	Assmt#047-161-003-00	10/31/2024		7320 · Utilities	<u>-1,812.20</u>
					-1,812.20

RANCHO AGUODE FIRE PROTECTION DISTRICT
Check Detail
 October 31, 2024

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Bill Pmt -Check	6397	10/31/2024	SPECIAL DISTRICTS RISK MANAGEMENT AUTH 1035	Summit State Bank - Operating	
Bill	Inv# 77601	10/31/2024		6100 · Property & Liability Insurance	-3,553.32
Bill Pmt -Check	6398	10/31/2024	STANDARD INSURANCE COMPANY	1035 · Summit State Bank - Operating	
Bill	Nov. 2024	10/31/2024		5931 · Disability Insurance	-812.00
Bill Pmt -Check	6399	10/31/2024	TK ELEVATOR	1035 · Summit State Bank - Operating	
Bill	Inv# 3008198836	10/31/2024		6180 · Building Maintenance	-434.04
Bill Pmt -Check	6400	10/31/2024	TO THE POINT POLYGRAPH	1035 · Summit State Bank - Operating	
Bill	Inv# 556	10/31/2024		6605 · Hiring Expense	-2,000.00
Bill Pmt -Check	6401	10/31/2024	VISION SERVICE PLAN	1035 · Summit State Bank - Operating	
Bill	November 2024	10/31/2024		5934 · Vision Insurance	-396.43
TOTAL CHECKS ISSUED:					96,176.22

Authorized By:

John Verduame
 Print Name
James Deueloo
 Print Name

[Signature]
 Sign
[Signature]
 Sign

Fire Chief
 Title
Battalion Chief
 Title

Check Detail
October 11, 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6358	10/11/2024	AMERICAN RIVER BENEFIT ADMINISTRATORS	1035 · Summit State Bank - Operating	
Bill	November 2024	10/11/2024		5933 · Life Insurance	-335.53
Bill Pmt -Check	6359	10/11/2024	AT&T	1035 · Summit State Bank - Operating	
Bill	9391035608/5607	10/11/2024		6040 · Communications	-238.74
Bill Pmt -Check	6360	10/11/2024	Best Best & Krieger LLP	1035 · Summit State Bank - Operating	
Bill	Inv# 1007837	10/11/2024		6610 · Legal Services	-137.50
Bill Pmt -Check	6361	10/11/2024	BRADY INDUSTRIES	1035 · Summit State Bank - Operating	
Bill	Inv# 9305077	10/11/2024		6400 · Office Supplies	-101.65
Bill Pmt -Check	6362	10/11/2024	CALMUNI ADVISORS	1035 · Summit State Bank - Operating	
Bill	Inv# 2024-007	10/11/2024		6461 · Operational Expense	-1,750.00
Bill Pmt -Check	6363	10/11/2024	CATHY DOOYES	1035 · Summit State Bank - Operating	
Bill	Inv# Oct. 2024	10/11/2024		6596 · CQI Expense	-680.00

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KALICHO AUODE FIRE PROTECTION DISTRICT
Check Detail
October 11, 2024

Bill Pmt -Check	6364	10/11/2024	CYPRESS DENTAL ADMINISTRATORS	1035 · Summit State Bank - Operating	-2,760.22
Bill	November 2024	10/11/2024		5932 · Dental Insurance	-2,760.22
Bill Pmt -Check	6365	10/11/2024	DEPARTMENT OF JUSTICE	1035 · Summit State Bank - Operating	-147.00
Bill	Inv# 770070	10/11/2024		6605 · Hiring Expense	-147.00
Bill Pmt -Check	6366	10/11/2024	dmI NETWORKING	1035 · Summit State Bank - Operating	-1,310.00
Bill	Inv# 61515	10/11/2024		6889 · Computer Software and Equipment	-1,310.00
Bill Pmt -Check	6367	10/11/2024	ENTENMANN ROVIN CO	1035 · Summit State Bank - Operating	-438.01
Bill	Inv# 0183603	10/11/2024		6020 · Uniforms	-438.01
Bill Pmt -Check	6368	10/11/2024	IT HUB	1035 · Summit State Bank - Operating	-1,750.00
Bill	Inv# 6025/5994	10/11/2024		6889 · Computer Software and Equipment	-1,750.00
Bill Pmt -Check	6369	10/11/2024	LIFE ASSIST	1035 · Summit State Bank - Operating	-3,564.55
Bill	Inv# 1516502/1513851	10/11/2024		6260 · Medical Supplies	-3,564.55

Check Detail

October 11, 2024

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Bill	Pmt -Check	6370	10/11/2024	LN CURTIS & SONS	1035 - Summit State Bank - Operating	
Bill		Inv# 874490	10/11/2024		6881 - Safety Equipment	-135.66
Bill	Pmt -Check	6371	10/11/2024	MARK CLEMENTI, Ph.D.	1035 - Summit State Bank - Operating	
Bill		Inv# 10-01-24	10/11/2024		6605 - Hiring Expense	-2,532.00
Bill	Pmt -Check	6372	10/11/2024	MIKE PORTER	1035 - Summit State Bank - Operating	
Bill		Reimburse Boots	10/11/2024		6022 - Safety Clothing	-600.00
Bill	Pmt -Check	6373	10/11/2024	NICK BARBIERI TRUCKING INC.	1035 - Summit State Bank - Operating	
Bill		Inv# 0160617	10/11/2024		7201 - Fuel	-1,730.75
Bill	Pmt -Check	6374	10/11/2024	PENNGROVE WATER CO	1035 - Summit State Bank - Operating	
Bill		Acct P-549/P-554	10/11/2024		7320 - Utilities	-365.65
Bill	Pmt -Check	6375	10/11/2024	PG&E	1035 - Summit State Bank - Operating	
Bill		Mult Accts	10/11/2024		7320 - Utilities	-3,291.89

10/11/24

NATIONAL AVIATION FIRE PROTECTION DISTRICT

Check Detail

October 11, 2024

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Bill Pmt -Check	6376	10/11/2024	SMOTHERS	1035 · Summit State Bank - Operating	
Bill	Inv#3609/4485	10/11/2024		6155 · Apparatus Maintenance	-22.20
Bill Pmt -Check	6377	10/11/2024	UMPUQA BANK	1035 · Summit State Bank - Operating	
Bill	Sept. Visa	10/11/2024		Umpqua Bank Credit Card	-20,669.52
					-20,669.52

TOTAL CHECKS ISSUED:	42,560.87
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Authorized By:

John Verducci
 Print Name

[Signature]
 Sign

Fire Chief
 Title

James Dentler
 Print Name

[Signature]
 Sign

Battalion Chief
 Title

**Account Summary**

Billing Cycle		10/31/2024
Days In Billing Cycle		31
Previous Balance		\$20,669.52
Purchases	+	\$21,503.81
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$20,669.52-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$21,503.81

Credit Summary

Total Credit Line	\$250,000.00
Available Credit Line	\$228,496.19
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

- Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
- Go to www.umpquabank.com
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

NEW BALANCE	\$21,503.81
MINIMUM PAYMENT	\$21,503.81
PAYMENT DUE DATE	11/25/2024

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

TOTAL CORPORATE ACTIVITY				\$20,669.52-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
10/21	10/21	0000000LBX2410213801015	PAYMENT - THANK YOU	\$20,669.52-

Cardholder Account Summary

VIRTUAL ACCT BECHTOLD ##### 6806	Payments & Other Credits \$0.00	Purchases & Other Charges \$3,882.18	Cash Advances \$0.00	Total Activity \$3,882.18
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/01	10/02	PPLN01	24071054275939172213629	SP147 PENNGROVE STATIO 707-2290555 CA	\$293.00
10/01	10/02	PPLN01	24071054275939168449575	CITY OF COTATI ONLINE 707-6653631 CA	\$596.50
10/05	10/06	PPLN01	24755424279182793181594	WATER COFFEE DELIVERY 800-7285508 FL	\$43.95
10/08	10/09	PPLN01	24906414282211104620810	TMX*Terminix Intl 800-8376464 TN	\$124.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

UMPQUA BANK
 PO BOX 35142 - LB1181
 SEATTLE WA 98124-5142



Account Number
 #####-####-6068

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
10/31/24	\$21,503.81	\$21,503.81	11/25/24

\$ **21,503.81**

BL ACCT 00002716-10000000
 RANCHO ADOBE FIRE DIST
 PO BOX 1029
 PENNGROVE CA 94951

e-Statement



MAKE CHECK PAYABLE TO:
 UMPQUA BANK COMMERCIAL CARD OPS
 PO BOX 35142 - LB1181
 SEATTLE WA 98124-5142

IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- Your name and account number.
The dollar amount of the suspected error.
Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document. Please use blue or black ink to complete form

NAME CHANGE Last First Middle

ADDRESS CHANGE Street

City State ZIP Code Home Phone Business Phone Cell Phone E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES Signature

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/08	10/09	PPLN01	24906414282211102194420	TMX*Terminix Intl 800-8376464 TN	\$124.00
10/08	10/09	PPLN01	24906414282211102115375	TMX*Terminix Intl 800-8376464 TN	\$111.00
10/11	10/13	PPLN01	24692164285104859311543	COMCAST CALIFORNIA 800-COMCAST CA	\$250.71
10/15	10/16	PPLN01	24692164289108689497642	VZWRLLS*APOCC VISB 800-922-0204 FL	\$442.26
10/17	10/18	PPLN01	24755424291292914643416	WATER COFFEE DELIVERY 800-7285508 FL	\$5.99
10/19	10/20	PPLN01	24755424293292937212007	WATER COFFEE DELIVERY 800-7285508 FL	\$51.44
10/20	10/21	PPLN01	24692164294100072965163	GOOGLE *YouTube TV g.co/helppay# CA	\$102.98
10/21	10/22	PPLN01	24941664295055184008772	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$118.07
10/21	10/22	PPLN01	24941664295055184011263	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$278.54
10/21	10/22	PPLN01	24941664295055184011271	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$233.72
10/22	10/23	PPLN01	24492154297044196157226	MISSION LINEN 805-963-1841 CA	\$121.48
10/23	10/24	PPLN01	24055234298128742333890	ATT* BILL PAYMENT 800-331-0500 TX	\$428.67
10/28	10/29	PPLN01	24692164302107134648794	COMCAST CALIFORNIA 800-COMCAST CA	\$275.60
10/30	10/31	PPLN01	24692164304108838046200	COMCAST CALIFORNIA 800-COMCAST CA	\$280.27

Cardholder Account Summary					
JAMES DEURLOO ##### 6118		Payments & Other Credits \$0.00	Purchases & Other Charges \$510.46	Cash Advances \$0.00	Total Activity \$510.46

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/02	10/04	PPLN01	24427334277710001733904	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$113.17
10/08	10/10	PPLN01	24427334283710001611052	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$60.07
10/09	10/10	PPLN01	24941664283050010196861	NOAH'S BAGELS #2185 PETALUMA CA	\$23.95
10/14	10/16	PPLN01	24427334289710001628571	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$49.10
10/21	10/22	PPLN01	24692164296101689670764	CHEVRON 0098548 PETALUMA CA	\$138.91
10/25	10/27	PPLN01	24427334300710001855054	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$125.26

Cardholder Account Summary					
TIM CALDWELL ##### 2629		Payments & Other Credits \$0.00	Purchases & Other Charges \$401.13	Cash Advances \$0.00	Total Activity \$401.13

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/08	10/09	PPLN01	24034544282001633386416	76 - ROCKET 5426 5426 COTATI CA	\$57.70
10/12	10/13	PPLN01	24034544286002586336230	76 - PETALUMA 88 INC PETALUMA CA	\$58.43
10/24	10/25	PPLN01	24943004299080006688265	COSTCO WHSE #0659 ROHNERT PARK CA	\$199.90
10/24	10/25	PPLN01	24034544298005148194092	76 - PETALUMA 88 INC PETALUMA CA	\$85.10

Cardholder Account Summary					
MORGAN DEJONG ##### 0982		Payments & Other Credits \$0.00	Purchases & Other Charges \$983.89	Cash Advances \$0.00	Total Activity \$983.89

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/02	10/03	PPLN01	24692164276107357502696	LOWES #01901* COTATI CA	\$20.28
10/03	10/04	PPLN01	24692164277107794752150	AMAZON MKTPL*NR2W87H33 Amzn.com/bill WA	\$21.88
10/15	10/17	PPLN01	24137464290200216307594	AUTOZONE #4014 ROHNERT PARK CA	\$63.93
10/22	10/23	PPLN01	24692164296102240387559	LOWES #00907* 866-483-7521 NC	\$877.80

Cardholder Account Summary

ERIC GROMALA #### ## 1484	Payments & Other Credits \$0.00	Purchases & Other Charges \$236.84	Cash Advances \$0.00	Total Activity \$236.84
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/04	10/06	PPLN01	24692164279109336302070	CHEVRON 0098548 PETALUMA CA	\$133.32
10/05	10/07	PPLN01	24692164280100599473838	LOWES #01901* COTATI CA	\$103.52

Cardholder Account Summary

HERB WANDEL #### ## 4009	Payments & Other Credits \$0.00	Purchases & Other Charges \$2,718.68	Cash Advances \$0.00	Total Activity \$2,718.68
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/04	10/06	PPLN01	24692164278109198569791	CHEVRON 0212047 COTATI CA	\$66.91
10/10	10/11	PPLN01	24692164285104646370224	CHEVRON 0212047 COTATI CA	\$105.06
10/10	10/13	PPLN01	24323004285050720184558	JEFF'S TWIN OAKS GARAGE PENNGROVE CA	\$1,582.58
10/16	10/17	PPLN01	24692164291109936351208	CHEVRON 0212047 COTATI CA	\$75.77
10/28	10/29	PPLN01	24692164302107540529836	CHEVRON 0212047 COTATI CA	\$103.36
10/30	10/31	PPLN01	24943004304083305735533	CUMMINS OSM 812-377-4357 IN	\$785.00

Cardholder Account Summary

JEFF VELIQUETTE #### ## 8935	Payments & Other Credits \$0.00	Purchases & Other Charges \$272.25	Cash Advances \$0.00	Total Activity \$272.25
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/04	10/06	PPLN01	24435244278027016998335	JAVAMORE CAFE PENNGROVE CA	\$16.55
10/10	10/13	PPLN01	24316054285115755620208	SHELL OIL 57444220107 WINDSOR CA	\$128.97
10/18	10/20	PPLN01	24435244292027017007260	JAVAMORE CAFE PENNGROVE CA	\$16.55
10/22	10/24	PPLN01	24316054297127987593158	SHELL OIL 57444218606 ROHNERT PARK CA	\$110.18

Cardholder Account Summary

JACOB MCLENDON #### ## 0068	Payments & Other Credits \$0.00	Purchases & Other Charges \$4,599.45	Cash Advances \$0.00	Total Activity \$4,599.45
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/30	10/31	PPLN01	24113434304200247919545	THE WEBSTAIRANT STORE INC 717-392-7472 PA	\$1,299.54
10/30	10/31	PPLN01	24755424305733053750904	GRAINGER 800-4724643 IL	\$3,299.91

Cardholder Account Summary

JENNIFER BECHTOLD #### ## 5900	Payments & Other Credits \$0.00	Purchases & Other Charges \$896.04	Cash Advances \$0.00	Total Activity \$896.04
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/03	10/03	PPLN01	24692164277107624105421	WWW COSTCO COM 800-955-2292 WA	\$391.30
10/01	10/03	PPLN01	24231684276106667189793	SAFEWAY #2456 PETALUMA CA	\$31.49
10/09	10/10	PPLN01	24445004284000975296148	DOLLARTREE PETALUMA CA	\$18.68
10/09	10/10	PPLN01	24000774283000016280123	SONOMA SOU* SONOMA SOU WWW.SONOMASOU CA	\$127.11
10/15	10/16	PPLN01	24036294289744216723256	ADOBE *ADOBE 408-536-6000 CA	\$155.88
10/15	10/16	PPLN01	24692164290109144682890	IN *CROWN TROPHY PETALUMA PETALUMA CA	\$33.00
10/16	10/17	PPLN01	24011344290000098346180	AMAZON RETA* 814X274I3 WWW.AMAZON.CO WA	\$138.58

Cardholder Account Summary				
DANIEL IKALANI ##### 1531	Payments & Other Credits \$0.00	Purchases & Other Charges \$325.00	Cash Advances \$0.00	Total Activity \$325.00

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/18	10/18	PPLN01	24793384292001000259071	WP*SS Fire Training Wofford Heigh CA	\$325.00

Cardholder Account Summary				
RENE TORRES ##### 4930	Payments & Other Credits \$0.00	Purchases & Other Charges \$6,677.89	Cash Advances \$0.00	Total Activity \$6,677.89

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/02	10/02	PPLN01	24692164276106692530149	AMZN Mktp US*GQ6i33A03 Amzn.com/bill WA	\$65.06
10/19	10/21	PPLN01	24000974294529100859742	THE UPS STORE 2795 707-7951328 CA	\$46.61
10/23	10/23	PPLN01	24011344297000037013399	AMAZON RETA* 391W21V13 WWW.AMAZON.CO WA	\$163.45
10/25	10/27	PPLN01	24270744299900012345960	WPSG, INC. 610-8578070 PA	\$5,666.73
10/26	10/27	PPLN01	24692164300105511465693	AMAZON MKTPL*4C7YJ2HY3 Amzn.com/bill WA	\$112.26
10/25	10/27	PPLN01	24692164299104849988248	AMZN Mktp US*8S1A46253 Amzn.com/bill WA	\$427.24
10/26	10/28	PPLN01	24270744301900012499367	WPSG, INC. 610-8578070 PA	\$196.54

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$21,503.81
Cash									
CPLN01 001	CASH	A	\$0.00	0.06554%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days in Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

ADMINISTRATIVE COMMUNICATIONS

FINANCE/BUDGET COMMITTEE

RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT
October 31, 2024

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '24 - '25'	OCTOBER REVENUES	FY REVENUE TO 10/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
1000	Property Taxes	\$ 4,694,673.11	\$ -	\$ -	\$ 4,694,673.11	100.00%
1001	CY Direct Charges	\$ 2,307,964.47	\$ -	\$ -	\$ 2,307,964.47	100.00%
1007	CY Direct Charges-July	\$ -	\$ -	\$ -	\$ -	
1008	RDA Increment - Credited amount of ad valorem taxes to Petaluma and Cotati redevelopment districts	\$ 175,000.00	\$ -	\$ -	\$ 175,000.00	100.00%
1011	Property Tax Administration Fee	\$ (41,000.00)	\$ -	\$ -	\$ (41,000.00)	100.00%
1014	RDA Increment	\$ -	\$ -	\$ -	\$ -	
1015	RDA Pass-Through	\$ -	\$ -	\$ -	\$ -	
1016	RDA Allocation	\$ -	\$ -	\$ -	\$ -	
1017	Residual Property Tax (RDA Escrow Acct)	\$ -	\$ -	\$ -	\$ -	
1018	Property Tax - RDA Asset Distribution	\$ -	\$ -	\$ -	\$ -	
1020	CY Supplemental Tax	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	100.00%
1040	Unsecured Property Taxes	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	100.00%
1042	Cost Reimbursement - Collect	\$ -	\$ -	\$ -	\$ -	
1044	Unsecured Property Taxes - July	\$ -	\$ -	\$ -	\$ -	
1060	Property Taxes - PY Secured	\$ -	\$ -	\$ -	\$ -	
1061	PY Direct Charges	\$ 28,500.00	\$ -	\$ -	\$ 28,500.00	100.00%
1080	Property Taxes	\$ -	\$ -	\$ -	\$ -	
1100	Property Taxes - PY Unsecured	\$ -	\$ -	\$ -	\$ -	
1120	Property Tax Receivable	\$ -	\$ -	\$ -	\$ -	
	TOTAL PROPERTY TAXES	\$ 7,395,137.58	\$ -	\$ -	\$ 7,395,137.58	100.00%
1700	Interest on Pooled Cash	\$ 120,000.00	\$ 10,094.01	\$ 42,157.46	\$ 77,842.54	64.87%
1701	Interest Earned (on early payments of Prop. Taxes)		\$ -	\$ -	\$ -	
	TOTAL USE OF PROPERTY	\$ 120,000.00	\$ 10,094.01	\$ 42,157.46	\$ 77,842.54	64.87%
2081	State - Highway Rentals	\$ -	\$ -	\$ -	\$ -	
2404	State Reimbursements	\$ -	\$ -	\$ -	\$ -	
2440	HOPTR	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	100.00%
2500	State - Other (Grant Revenue)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
2550	Sales Tax Revenue - Measure H	\$ 804,706.00	\$ -	\$ -	\$ 804,706.00	100.00%
2589	State Refunds - Strike Teams	\$ -	\$ 55,390.30	\$ 227,358.61	\$ (227,358.61)	#DIV/0!
	TOTAL INTERGOV. REVENUES	\$ 824,706.00	\$ 55,390.30	\$ 227,358.61	\$ 597,347.39	72.43%
3600	Misc. charges for Services - Fire Marshal Services	\$ 50,000.00	\$ 3,417.00	\$ 15,031.00	\$ 34,969.00	69.94%
3601	Finance Charges/Late Fees	\$ 1,000.00	\$ 559.35	\$ 863.50	\$ 136.50	13.65%
3641	Fire Services - Casino Contract	\$ 100,000.00	\$ -	\$ 32,512.00	\$ 67,488.00	67.49%
3661	Fire Control Services - Cost Recovery	\$ 28,500.00	\$ 23,202.03	\$ 33,388.02	\$ (4,888.02)	-17.15%
3670	Weed Abatement	\$ 55,000.00	\$ 3,375.00	\$ 20,418.75	\$ 34,581.25	62.88%
3700	Copy file fee	\$ 255.00	\$ 36.00	\$ 212.00	\$ 43.00	16.86%
3710	First Responder BLS Agreement - SCFD	\$ 62,500.00	\$ -	\$ -	\$ 62,500.00	100.00%
3720	Fleet Maintenance Revenue	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	100.00%
	TOTAL CHARGES FOR SERVICES	\$ 347,255.00	\$ 30,589.38	\$ 102,425.27	\$ 244,829.73	70.50%
4040	Misc. Revenue	\$ 30,000.00	\$ 4,993.92	\$ 169,596.04	\$ (139,596.04)	-465.32%
4100	Workers' compensation reimbursement	\$ 60,000.00	\$ 5,583.90	\$ 28,611.86	\$ 31,388.14	52.31%
4102	Donations or reimbursements	\$ -	\$ -	\$ -	\$ -	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
4600	Sale of Fixed Assets (Surplus)	\$ 25,000.00	\$ -	\$ -	\$ -	0.00%
	TOTAL MISC. REVENUES	\$ 115,000.00	\$ 10,577.82	\$ 198,207.90	\$ (83,207.90)	-72.35%
	REVENUE TOTAL:	\$ 8,802,098.58	\$ 106,651.51	\$ 570,149.24	\$ 8,231,949.34	93.52%

**RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT**

EXPENDITURES - OPERATING BUDGET

SUB-OBJ.		BUDGETED FOR FY '24 - '25'	OCTOBER EXPENSE	FY EXPENSE TO 10/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	\$ 3,725,000.00	\$ 226,390.90	\$ 972,321.92	\$ 2,752,678.08	73.90%
5911	Extra help: part time employees, non-benefited. Paid hourly	\$ 312,500.00	\$ 24,056.47	\$ 91,651.35	\$ 220,848.65	70.67%
5912	Overtime	\$ 852,610.00	\$ 69,618.97	\$ 340,706.43	\$ 511,903.57	60.04%
5913	BC Extra Shift Compensation	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	100.00%
5914	FLSA	\$ 103,000.00	\$ 5,537.61	\$ 27,675.92	\$ 75,324.08	73.13%
5922	Social Security Taxes	\$ 6,671.00	\$ 167.62	\$ 911.31	\$ 5,759.69	86.34%
5923	PERS contributions, Employee + Employer paid contributions	\$ 680,000.00	\$ 46,145.35	\$ 190,890.55	\$ 489,109.45	71.93%
5924	Medicare	\$ 65,731.00	\$ 4,629.13	\$ 20,171.82	\$ 45,559.18	69.31%
5930	Health Insurance	\$ 606,650.00	\$ 27,423.00	\$ 232,909.00	\$ 373,741.00	61.61%
5931	Disability Insurance	\$ 11,174.00	\$ 812.00	\$ 4,118.00	\$ 7,056.00	63.15%
5932	Dental Insurance	\$ 36,071.00	\$ 2,760.22	\$ 13,797.30	\$ 22,273.70	61.75%
5933	Life Insurance	\$ 4,512.00	\$ 335.53	\$ 1,712.36	\$ 2,799.64	62.05%
5934	Vision Insurance	\$ 5,182.00	\$ 396.43	\$ 1,979.44	\$ 3,202.56	61.80%
5935	Unemployment Insurance	\$ 7,325.00	\$ 28.25	\$ 190.59	\$ 7,134.41	97.40%
5936	Retiree Health Insurance	\$ 27,000.00	\$ -	\$ 10,800.00	\$ 16,200.00	60.00%
5940	Workers' Compensation	\$ 380,600.00	\$ -	\$ 342,240.36	\$ 38,359.64	10.08%
	TOTAL WAGES/BENEFITS:	\$ 6,974,026.00	\$ 408,301.48	\$ 2,252,076.35	\$ 4,721,949.65	67.71%
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	\$ 28,500.00	\$ 2,243.20	\$ 23,331.72	\$ 5,168.28	18.13%
6022	Safety Clothing: turnout, including boots	\$ 64,530.00	\$ 995.27	\$ 2,302.68	\$ 62,227.32	96.43%
6040	Communications including telephone, cable, internet, cell phones	\$ 26,780.00	\$ 1,915.45	\$ 5,939.64	\$ 20,840.36	77.82%
6045	Pagers and Radios	\$ 12,000.00	\$ 678.84	\$ 1,073.66	\$ 10,926.34	91.05%
6060	Food - at extended responses, approved meetings, examinations and trainings.	\$ 7,500.00	\$ (717.77)	\$ (874.98)	\$ 8,374.98	111.67%
6080	Household expenses - Fishman Supply; detergent, towels etc.	\$ 11,884.64	\$ 1,530.60	\$ 3,349.00	\$ 8,535.64	71.82%
6100	Liability Insurance	\$ 299,000.00	\$ 3,553.32	\$ 294,932.29	\$ 4,067.71	1.36%
6140	Equipment Maintenance: Office equipment and tool repair	\$ 10,000.00	\$ -	\$ 9,931.30	\$ 68.70	0.69%
6155	Apparatus Maintenance	\$ 60,000.00	\$ 4,763.00	\$ 13,774.21	\$ 46,225.79	77.04%
6165	SCBA Maintenance	\$ 7,600.00	\$ 586.80	\$ 586.80	\$ 7,013.20	92.28%
6180	Building Maintenance - routine facility & grounds maintenance including repairs to maintain buildings and grounds. New projects ie. Construction to be considered for possible fixed asset expense 8510	\$ 30,000.00	\$ 913.17	\$ 6,067.69	\$ 23,932.31	79.77%
6260	Medical / Lab supply - O2, latex gloves, etc.	\$ 20,000.00	\$ 4,025.65	\$ 6,810.91	\$ 13,189.09	65.95%
6261	ALS Medical Expense	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	100.00%
6280	Memberships and Professional Assoc. Fees: FDAC, SCFDA, SCFCA, CCAI, Costco, Cotati Chamber of Commerce.	\$ 18,000.00	\$ -	\$ 2,346.22	\$ 15,653.78	86.97%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	\$ 3,360.00	\$ 132.02	\$ 577.13	\$ 2,782.87	82.82%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	100.00%
6410	Postage and shipping	\$ 2,000.00	\$ -	\$ 232.50	\$ 1,767.50	88.38%
6430	Printing Services	\$ 1,100.00	\$ -	\$ 30.34	\$ 1,069.66	97.24%
6461	Operational Expenses	\$ 8,000.00	\$ 4,546.85	\$ 5,450.03	\$ 2,549.97	31.87%
6463	FPO Expenses - public education materials	\$ 4,000.00	\$ 1,045.56	\$ 1,045.56	\$ 2,954.44	73.86%
6500	Payroll Fees	\$ 6,000.00	\$ 355.20	\$ 1,676.80	\$ 4,323.20	72.05%
6501	Professional Services	\$ -	\$ -	\$ -	\$ -	#DIV/0!
6526	Dispatch Services - REDCOM	\$ 86,000.00	\$ 42,753.45	\$ 42,753.45	\$ 43,246.55	50.29%
6587	LAFCO	\$ 15,000.00	\$ -	\$ 13,593.00	\$ 1,407.00	9.38%
6590	Contracted FM Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	100.00%
6596	CQI Expense	\$ 14,000.00	\$ 1,105.00	\$ 3,371.00	\$ 10,629.00	75.92%
6605	Hiring Expenses	\$ 20,000.00	\$ 10,169.00	\$ 10,169.00	\$ 9,831.00	49.16%
6610	Legal Services	\$ 25,000.00	\$ 1,195.38	\$ 5,656.01	\$ 19,343.99	77.38%
6630	Annual Audit	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	100.00%
6635	Bank and Credit Card Fees	\$ 725.00	\$ -	\$ 76.62	\$ 648.38	89.43%
6650	Health Services	\$ 6,240.00	\$ 460.00	\$ 805.00	\$ 5,435.00	87.10%
6654	Wellness Program	\$ 14,000.00	\$ -	\$ 800.00	\$ 13,200.00	94.29%
6800	Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.)	\$ 2,200.00	\$ -	\$ 715.00	\$ 1,485.00	67.50%
6820	Rent / Lease Equipment	\$ 6,000.00	\$ 489.72	\$ 1,956.37	\$ 4,043.63	67.39%

**RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT**

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '24 - 25'	OCTOBER EXPENSE	FY EXPENSE TO 10/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
6823	Rental hydrants/Water - hydrant use within Sonoma County Water Agency jurisdiction	\$ 750.00	\$ -	\$ -	\$ 750.00	100.00%
6880	Small tools: maintenance tools, hardware etc.	\$ 20,000.00	\$ -	\$ 365.11	\$ 19,634.89	98.17%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 39,000.00	\$ 3,442.82	\$ 4,157.38	\$ 34,842.62	89.34%
6889	Computer Software	\$ 65,000.00	\$ 3,060.00	\$ 23,897.89	\$ 41,102.11	63.23%
7000	Any Board related expense not otherwise accounted for (I.e., Special District Dinners)	\$ 750.00	\$ -	\$ 90.00	\$ 660.00	88.00%
7005	Election Expense - as determined by the County Elections Office	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	0.00%
7120	In-Service Training - required and continuing education for all personnel and Directors	\$ 45,000.00	\$ 219.04	\$ 6,284.04	\$ 38,715.96	86.04%
7201	Gas and Oil	\$ 73,500.00	\$ 5,624.52	\$ 18,259.77	\$ 55,240.23	75.16%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 7,276.00	\$ 507.26	\$ 2,502.63	\$ 4,773.37	65.60%
7320	Utilities - PG&E, garbage, water, sewage	\$ 72,500.00	\$ 10,661.76	\$ 24,074.11	\$ 48,425.89	66.79%
	TOTAL SUPPLIES AND SERVICES:	\$ 1,192,195.64	\$ 106,255.11	\$ 538,109.88	\$ 654,085.76	54.86%
7910	Long Term Loan - Princ. (2016 Ferrara)	\$ 59,292.75	\$ 14,757.50	\$ 29,416.56	\$ 29,876.19	50.39%
7911	Long Term Loan Princ. (2023 Stat. 2)	\$ 46,672.00	\$ -	\$ 46,672.57	\$ (0.57)	0.00%
7930	Long Term Loan - Interest (2016 Ferrara)	\$ 4,424.05	\$ 1,171.70	\$ 2,441.84	\$ 1,982.21	44.81%
7931	Long Term Loan Interest (2023 Stat. 2)	\$ 35,140.00	\$ -	\$ 23,899.43	\$ 11,240.57	31.99%
7940	Pension Obligation Bond - Principal	\$ 255,000.00	\$ -	\$ 255,000.00	\$ -	0.00%
7945	Pension Obligation Bond - Interest	\$ 128,003.00	\$ -	\$ 64,524.25	\$ 63,478.75	49.59%
	TOTAL LONG TERM DEBT:	\$ 528,531.80	\$ 15,929.20	\$ 421,954.65	\$ 106,577.15	20.16%
8510	Buildings Improvements	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8511	New Capital Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8540	Durable Medical Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8560	New Equipment - Apparatus	\$ -	\$ -	\$ -	\$ -	#DIV/0!
8561	Equipment New - Office	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	TOTAL EQUIPMENT:	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Recap Report	BUDGETED FOR FY '24 - 25'	OCTOBER TOTAL	FY TO 10/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
OPERATING REVENUES	\$ 8,802,098.58	\$ 106,651.51	\$ 570,149.24	\$ 8,231,949.34	93.52%
OPERATING EXPENDITURES					
Wages/Benefits	\$ 6,974,026.00	\$ 408,301.48	\$ 2,252,076.35	\$ 4,721,949.65	67.71%
Supplies and Services	\$ 1,192,195.64	\$ 106,255.11	\$ 538,109.88	\$ 654,085.76	54.86%
Long Term Debt	\$ 528,531.80	\$ 15,929.20	\$ 421,954.65	\$ 106,577.15	20.16%
Equipment	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Totals	\$ 8,694,753.44	\$ 530,485.79	\$ 3,212,140.88	\$ 5,482,612.56	63.06%
Revenues Less Expenditures			\$ (2,641,991.64)		

RANCHO ADOBE FIRE PROTECTION DISTRICT
 YEAR TO DATE BUDGET REPORT

CAPITAL IMPROVEMENTS BUDGET

SUB-OBJ.		BUDGETED FOR FY '24 - 25'	OCTOBER EXPENSE	FY EXPENSE TO 10/31/24	BALANCE REMAINING	BALANCE REMAINING (%)
9510	Buildings Improvements	\$ 115,000.00	0.00	\$ -	\$ 115,000.00	100.00%
9511	New Capital Equipment	\$ -	9,147.03	\$ 9,147.03	\$ (9,147.03)	#DIV/0!
9540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9560	New Equipment - Apparatus	\$ 780,000.00	12,602.00	\$ 97,251.35	\$ 682,748.65	87.53%
9561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
9570	CalPERS UAL	\$ 91,361.00	0.00	\$ 91,361.00	\$ -	0.00%
	TOTAL EQUIPMENT:	\$ 986,361.00	\$ 21,749.03	\$ 197,759.38	\$ 788,601.62	79.95%

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 76,553.94
Summit State Bank ICS Account:	\$ 1,448,558.20
Summit State Bank Payroll Account:	\$ 3,072.31
CDARS:	\$ -
Petty Cash:	\$ 200.00
Total:	\$ 1,528,384.45
Designated Capital Reserve Accounts:	\$ 1,912,969.15
Interest Earned on Capital Reserves:	\$ 22,885.21
321 Future Liabilities - PERS UAL:	\$ 408,639.00
322 Fire & EMS Equip. Replacement:	\$ 72,000.00
331 Apparatus Reserves:	\$ 682,748.65
332 Emergency Reserves:	\$ 24,079.31
334 Buildings/Facility Reserves:	\$ 702,616.98

Rancho Adobe Fire Protection District

Trial Balance

As of October 31, 2024

	Oct 31, 24	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating	76,553.94	
1036 · Summit State Bank - ICS	1,448,558.20	
1037 · Summit State Bank - Payroll	3,072.31	
1038 · CDARS	0.00	
1041 · Capital Reserves-ICS	1,912,969.15	
1090 · Petty Cash	200.00	
107 · Accounts Receivable		3,641.01
12000 · Undeposited Funds	0.00	
170 · Land	74,634.00	
171 · Buildings and Improvements	1,185,360.97	
172 · Equipment	4,565,635.75	
178 · Accum. Depreciation - Building		603,437.69
179 · Accum. Depreciation - Equipment		2,056,611.53
195 · Due From Operating Fund	1,916,890.00	
325 · Deferred Outflows	8,457,066.00	
99999 · Prior Period Adjustment	0.00	
200 · Accounts Payable	0.00	
Chase Visa	0.00	
Umpqua Bank Credit Card	0.00	
2710 · Deferred Revenue		86,879.18
327 · Deferred Outflows-Liability Acc	0.00	
336 · Capital One Loan	0.00	
337 · Accrued Interest Payable		2,129.35
338 · Capital Lease - Current		4.62
339 · Accrued Vacation - Current	0.00	
350 · Accrued Payroll	0.00	
145 · Deferred Inflow		5,637,113.00
300 · Compensated Absences		565,321.48
310 · Westamerica Bank Loan		550,218.21
340 · Bonds Payable - Current		0.10
342 · Notes Payable - Long Term		224,985.96
345 · Bonds Payable - Noncurrent		5,357,109.00
355 · Due To Capital Improvement Fund		1,916,890.00
744 · Net Pension Liability		4,196,252.00
30000 · Opening Balance Equity	1,566,111.26	
320 · Unreserved-Undesignated FD Bal		956,125.53
321 · Future Liabilities - PERS UAL		408,639.00
322 · Fire & EMS Equipment Repl.		72,000.00
330 · Operational Reserves	0.00	
331 · Apparatus Reserves		682,748.65
332 · Emergency Reserves		24,079.31
333 · PPE Reserves	0.00	
334 · Cap Buildings/Facility Reserves		702,616.98
17 · Use of Money/Property:1700 · Interest on Cash		42,157.46
20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team		227,358.61
30 · Charges/Fees for Services:3600 · Fire Marshal Services		15,031.00
30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee		863.50
30 · Charges/Fees for Services:3641 · Fire Services - Casino Contract		32,512.00
30 · Charges/Fees for Services:3661 · Cost Recovery		33,388.02
30 · Charges/Fees for Services:3670 · Weed Abatement		20,418.75
30 · Charges/Fees for Services:3700 · Copy Fee		212.00
40 · Miscellaneous Revenues:4040 · Misc. Revenue		169,596.04
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		28,611.86
50 · Salaries and Benefits:5910 · Full-Time Personnel	972,321.92	
50 · Salaries and Benefits:5911 · Part-Time Staffing	91,651.35	
50 · Salaries and Benefits:5912 · Overtime	340,706.43	
50 · Salaries and Benefits:5914 · FLSA	27,675.92	
50 · Salaries and Benefits:5922 · Social Security Payroll Taxes	911.31	
50 · Salaries and Benefits:5923 · CalPERS	190,890.55	
50 · Salaries and Benefits:5924 · Medicare	20,171.82	
50 · Salaries and Benefits:5930 · Health Insurance	232,909.00	
50 · Salaries and Benefits:5931 · Disability Insurance	4,118.00	
50 · Salaries and Benefits:5932 · Dental Insurance	13,797.30	

Rancho Adobe Fire Protection District
Trial Balance
 As of October 31, 2024

	Oct 31, 24	
	Debit	Credit
50 · Salaries and Benefits:5933 · Life Insurance	1,712.36	
50 · Salaries and Benefits:5934 · Vision Insurance	1,979.44	
50 · Salaries and Benefits:5935 · Unemployment Insurance	190.59	
50 · Salaries and Benefits:5936 · Retiree Insurance	10,800.00	
50 · Salaries and Benefits:5940 · Workers Compensation	342,240.36	
60 · Supplies & Services:6020 · Uniforms	23,331.72	
60 · Supplies & Services:6022 · Safety Clothing	2,302.68	
60 · Supplies & Services:6040 · Communications	5,939.64	
60 · Supplies & Services:6045 · Pagers & Radios	1,073.66	
60 · Supplies & Services:6060 · Food		874.98
60 · Supplies & Services:6080 · Household Expense	3,349.00	
60 · Supplies & Services:6100 · Property & Liability Insurance	294,932.29	
60 · Supplies & Services:6140 · Equipment Maintenance	9,931.30	
60 · Supplies & Services:6155 · Apparatus Maintenance	13,774.21	
60 · Supplies & Services:6165 · SCBA Maintenance	586.80	
60 · Supplies & Services:6180 · Building Maintenance	6,067.69	
60 · Supplies & Services:6260 · Medical Supplies	6,810.91	
60 · Supplies & Services:6280 · Memberships	2,346.22	
60 · Supplies & Services:6400 · Office Supplies	577.13	
60 · Supplies & Services:6410 · Postage and Shipping	232.50	
60 · Supplies & Services:6430 · Printing Services	30.34	
60 · Supplies & Services:6461 · Operational Expense	5,450.03	
60 · Supplies & Services:6463 · FPO Expense	1,045.56	
60 · Supplies & Services:6500 · Payroll Fees	1,676.80	
60 · Supplies & Services:6526 · Dispatch Service-Redcom	42,753.45	
60 · Supplies & Services:6587 · LAFCO	13,593.00	
60 · Supplies & Services:6596 · CQI Expense	3,371.00	
60 · Supplies & Services:6605 · Hiring Expense	10,169.00	
60 · Supplies & Services:6610 · Legal Services	5,656.01	
60 · Supplies & Services:6635 · Bank Fees	76.62	
60 · Supplies & Services:6650 · Health Services	805.00	
60 · Supplies & Services:6654 · Wellness Program	800.00	
60 · Supplies & Services:6800 · Public Legal Notices	715.00	
60 · Supplies & Services:6820 · Rent/Lease Equipment	1,956.37	
60 · Supplies & Services:6880 · Small Tools Expense	365.11	
60 · Supplies & Services:6881 · Safety Equipment	4,157.38	
60 · Supplies & Services:6889 · Computer Software and Equipment	23,897.89	
60 · Supplies & Services:7000 · Board Expense	90.00	
60 · Supplies & Services:7120 · Training Expense	6,284.04	
60 · Supplies & Services:7201 · Fuel	18,259.77	
60 · Supplies & Services:7300 · Transportation & Travel	2,502.63	
60 · Supplies & Services:7320 · Utilities	24,074.11	
75 · Other Charges:7910 · Long Term Loan-Principal	29,416.56	
75 · Other Charges:7911 · Long Term Loan-Prin. (St. 2)	46,672.57	
75 · Other Charges:7930 · Long Term Loan-Interest	2,441.84	
75 · Other Charges:7931 · Long Term Loan- Int. (St. 2)	23,899.43	
75 · Other Charges:7940 · Pension Obligation Bond - Prin.	255,000.00	
75 · Other Charges:7945 · Pension Obligation Bond - Int.	64,524.25	
95 · Capital Improvements - Assets:9511 · New Capital Equipment	9,147.03	
95 · Capital Improvements - Assets:9560 · New Equipment - Apparatus	97,251.35	
95 · Capital Improvements - Assets:9570 · CalPERS UAL	91,361.00	
TOTAL	24,617,826.82	24,617,826.82

Rancho Adobe Fire Protection District Balance Sheet Prev Year Comparison As of October 31, 2024

	Oct 31, 24	Oct 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1035 · Summit State Bank - Operating	76,553.94	7,544.09	69,009.85	914.8%
1036 · Summit State Bank - ICS	1,448,558.20	2,449,219.87	-1,000,661.67	-40.9%
1037 · Summit State Bank - Payroll	3,072.31	8,447.89	-5,375.58	-63.6%
1038 · CDARS	0.00	-123.26	123.26	100.0%
1041 · Capital Reserves-ICS	1,912,969.15	0.00	1,912,969.15	100.0%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
Total Checking/Savings	3,441,353.60	2,465,288.59	976,065.01	39.6%
Accounts Receivable				
107 · Accounts Receivable	-3,641.01	-3,214.00	-427.01	-13.3%
Total Accounts Receivable	-3,641.01	-3,214.00	-427.01	-13.3%
Total Current Assets	3,437,712.59	2,462,074.59	975,638.00	39.6%
Fixed Assets				
170 · Land	74,634.00	74,634.00	0.00	0.0%
171 · Buildings and Improvements	1,185,360.97	1,185,360.97	0.00	0.0%
172 · Equipment	4,565,635.75	4,565,635.75	0.00	0.0%
178 · Accum. Depreciation - Building	-603,437.69	-603,437.69	0.00	0.0%
179 · Accum. Depreciation - Equipment	-2,056,611.53	-2,056,611.53	0.00	0.0%
Total Fixed Assets	3,165,581.50	3,165,581.50	0.00	0.0%
Other Assets				
195 · Due From Operating Fund	1,916,890.00	1,916,890.00	0.00	0.0%
325 · Deferred Outflows	8,457,066.00	8,457,066.00	0.00	0.0%
Total Other Assets	10,373,956.00	10,373,956.00	0.00	0.0%
TOTAL ASSETS	16,977,250.09	16,001,612.09	975,638.00	6.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2710 · Deferred Revenue	86,879.18	86,879.18	0.00	0.0%
337 · Accrued Interest Payable	2,129.35	2,129.35	0.00	0.0%
338 · Capital Lease - Current	4.62	4.62	0.00	0.0%
Total Other Current Liabilities	89,013.15	89,013.15	0.00	0.0%
Total Current Liabilities	89,013.15	89,013.15	0.00	0.0%
Long Term Liabilities				
145 · Deferred Inflow	5,637,113.00	5,637,113.00	0.00	0.0%
300 · Compensated Absences	565,321.48	565,321.48	0.00	0.0%
310 · Westamerica Bank Loan	550,218.21	0.00	550,218.21	100.0%
340 · Bonds Payable - Current	0.10	0.10	0.00	0.0%
342 · Notes Payable - Long Term	224,985.96	224,985.96	0.00	0.0%
345 · Bonds Payable - Noncurrent	5,357,109.00	5,357,109.00	0.00	0.0%
355 · Due To Capital Improvement Fund	1,916,890.00	1,916,890.00	0.00	0.0%
744 · Net Pension Liability	4,196,252.00	4,196,252.00	0.00	0.0%
Total Long Term Liabilities	18,447,889.75	17,897,671.54	550,218.21	3.1%
Total Liabilities	18,536,902.90	17,986,684.69	550,218.21	3.1%
Equity				
30000 · Opening Balance Equity	-1,566,111.26	-1,566,111.26	0.00	0.0%
320 · Unreserved-Undesignated FD Bal	956,125.53	2,452,517.00	-1,496,391.47	-61.0%
321 · Future Liabilities - PERS UAL	408,639.00	300,000.00	108,639.00	36.2%
322 · Fire & EMS Equipment Repl.	72,000.00	0.00	72,000.00	100.0%
331 · Apparatus Reserves	682,748.65	405,000.00	277,748.65	68.6%
332 · Emergency Reserves	24,079.31	11,938.79	12,140.52	101.7%
334 · Cap Buildings/Facility Reserves	702,616.98	21,545.80	681,071.18	3,161.0%

2:27 PM
11/13/24
Cash Basis

Rancho Adobe Fire Protection District
Balance Sheet Prev Year Comparison
As of October 31, 2024

	<u>Oct 31, 24</u>	<u>Oct 31, 23</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	-2,839,751.02	-3,609,962.93	770,211.91	21.3%
Total Equity	-1,559,652.81	-1,985,072.60	425,419.79	21.4%
TOTAL LIABILITIES & EQUITY	<u>16,977,250.09</u>	<u>16,001,612.09</u>	<u>975,638.00</u>	<u>6.1%</u>

Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison October 2024

	Oct 24	Oct 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
17 · Use of Money/Property				
1700 · Interest on Cash	10,094.01	6,883.75	3,210.26	46.6%
Total 17 · Use of Money/Property	10,094.01	6,883.75	3,210.26	46.6%
20 · Intergovernmental Revenues				
2589 · State Refunds-Strike Team	55,390.30	0.00	55,390.30	100.0%
Total 20 · Intergovernmental Revenues	55,390.30	0.00	55,390.30	100.0%
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	3,417.00	962.50	2,454.50	255.0%
3601 · Finance Charge/Late Fee	559.35	56.03	503.32	898.3%
3661 · Cost Recovery	23,202.03	1,278.99	21,923.04	1,714.1%
3670 · Weed Abatement	3,375.00	14,715.00	-11,340.00	-77.1%
3700 · Copy Fee	36.00	0.00	36.00	100.0%
Total 30 · Charges/Fees for Services	30,589.38	17,012.52	13,576.86	79.8%
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	4,993.92	41,793.13	-36,799.21	-88.1%
4100 · Workers Comp. Reimbursement	5,583.90	12,408.52	-6,824.62	-55.0%
Total 40 · Miscellaneous Revenues	10,577.82	54,201.65	-43,623.83	-80.5%
Total Income	106,651.51	78,097.92	28,553.59	36.6%
Gross Profit	106,651.51	78,097.92	28,553.59	36.6%
Expense				
50 · Salaries and Benefits				
5910 · Full-Time Personnel	226,390.90	253,640.14	-27,249.24	-10.7%
5911 · Part-Time Staffing	24,056.47	15,658.36	8,398.11	53.6%
5912 · Overtime	69,618.97	73,514.01	-3,895.04	-5.3%
5914 · FLSA	5,537.61	7,410.07	-1,872.46	-25.3%
5922 · Social Security Payroll Taxes	167.62	592.97	-425.35	-71.7%
5923 · CalPERS	46,145.35	52,312.01	-6,166.66	-11.8%
5924 · Medicare	4,629.13	4,813.43	-184.30	-3.8%
5930 · Health Insurance	27,423.00	28,932.00	-1,509.00	-5.2%
5931 · Disability Insurance	812.00	841.00	-29.00	-3.5%
5932 · Dental Insurance	2,760.22	2,719.50	40.72	1.5%
5933 · Life Insurance	335.53	659.49	-323.96	-49.1%
5934 · Vision Insurance	396.43	410.10	-13.67	-3.3%
5935 · Unemployment Insurance	28.25	301.99	-273.74	-90.7%
Total 50 · Salaries and Benefits	408,301.48	441,805.07	-33,503.59	-7.6%
60 · Supplies & Services				
6020 · Uniforms	2,243.20	1,678.70	564.50	33.6%
6022 · Safety Clothing	995.27	3,220.09	-2,224.82	-69.1%
6040 · Communications	1,915.45	1,679.67	235.78	14.0%
6045 · Pagers & Radios	678.84	990.68	-311.84	-31.5%
6060 · Food	-717.77	21.87	-739.64	-3,382.0%
6080 · Household Expense	1,530.60	274.76	1,255.84	457.1%
6100 · Property & Liability Insurance	3,553.32	101.48	3,451.84	3,401.5%
6140 · Equipment Maintenance	0.00	86.42	-86.42	-100.0%
6155 · Apparatus Maintenance	4,763.00	703.98	4,059.02	576.6%
6165 · SCBA Maintenance	586.80	0.00	586.80	100.0%
6180 · Building Maintenance	913.17	7,470.11	-6,556.94	-87.8%
6181 · Station Maintenance for Remodel	0.00	2,438.37	-2,438.37	-100.0%
6260 · Medical Supplies	4,025.65	526.34	3,499.31	664.8%
6400 · Office Supplies	132.02	0.00	132.02	100.0%
6410 · Postage and Shipping	0.00	175.21	-175.21	-100.0%
6461 · Operational Expense	4,546.85	8,802.71	-4,255.86	-48.4%
6463 · FPO Expense	1,045.56	340.00	705.56	207.5%
6500 · Payroll Fees	355.20	326.60	28.60	8.8%
6526 · Dispatch Service-Redcom	42,753.45	6,318.68	36,434.77	576.6%

Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison October 2024

	Oct 24	Oct 23	\$ Change	% Change
6590 · Contracted FM Services	0.00	1,400.00	-1,400.00	-100.0%
6596 · CQI Expense	1,105.00	765.00	340.00	44.4%
6605 · Hiring Expense	10,169.00	0.00	10,169.00	100.0%
6610 · Legal Services	1,195.38	1,562.50	-367.12	-23.5%
6635 · Bank Fees	0.00	47.85	-47.85	-100.0%
6650 · Health Services	460.00	230.00	230.00	100.0%
6820 · Rent/Lease Equipment	489.72	445.61	44.11	9.9%
6881 · Safety Equipment	3,442.82	0.00	3,442.82	100.0%
6889 · Computer Software and Equipment	3,060.00	6,929.58	-3,869.58	-55.8%
7000 · Board Expense	0.00	75.00	-75.00	-100.0%
7120 · Training Expense	219.04	800.00	-580.96	-72.6%
7201 · Fuel	5,624.52	3,838.79	1,785.73	46.5%
7300 · Transportation & Travel	507.26	534.65	-27.39	-5.1%
7320 · Utilities	10,661.76	5,208.67	5,453.09	104.7%
Total 60 · Supplies & Services	106,255.11	56,993.32	49,261.79	86.4%
75 · Other Charges				
7910 · Long Term Loan-Principal	14,757.50	14,310.93	446.57	3.1%
7930 · Long Term Loan-Interest	1,171.70	1,618.27	-446.57	-27.6%
Total 75 · Other Charges	15,929.20	15,929.20	0.00	0.0%
95 · Capital Improvements - Assets				
9510 · Building Improvements	0.00	72,498.90	-72,498.90	-100.0%
Total 95 · Capital Improvements - Assets	0.00	72,498.90	-72,498.90	-100.0%
Total Expense	530,485.79	587,226.49	-56,740.70	-9.7%
Net Ordinary Income	-423,834.28	-509,128.57	85,294.29	16.8%
Net Income	-423,834.28	-509,128.57	85,294.29	16.8%

Rancho Adobe Fire Protection District Profit & Loss by Class

October 2024

	Capital Improvements	Operating	TOTAL
Ordinary Income/Expense			
Income			
17 · Use of Money/Property	7,134.90	2,959.11	10,094.01
1700 · Interest on Cash			
Total 17 · Use of Money/Property	7,134.90	2,959.11	10,094.01
20 · Intergovernmental Revenues			
2589 · State Refunds-Strike Team	0.00	55,390.30	55,390.30
Total 20 · Intergovernmental Revenues	0.00	55,390.30	55,390.30
30 · Charges/Fees for Services			
3600 · Fire Marshal Services	0.00	3,417.00	3,417.00
3601 · Finance Charge/Late Fee	0.00	559.35	559.35
3661 · Cost Recovery	0.00	23,202.03	23,202.03
3670 · Weed Abatement	0.00	3,375.00	3,375.00
3700 · Copy Fee	0.00	36.00	36.00
Total 30 · Charges/Fees for Services	0.00	30,589.38	30,589.38
40 · Miscellaneous Revenues			
4040 · Misc. Revenue	0.00	4,993.92	4,993.92
4100 · Workers Comp. Reimbursement	0.00	5,583.90	5,583.90
Total 40 · Miscellaneous Revenues	0.00	10,577.82	10,577.82
Total Income	7,134.90	99,516.61	106,651.51
Gross Profit			
Expense			
50 · Salaries and Benefits	0.00	226,390.90	226,390.90
5910 · Full-Time Personnel	0.00	24,056.47	24,056.47
5911 · Part-Time Staffing	0.00	69,618.97	69,618.97
5912 · Overtime	0.00	5,537.61	5,537.61
5914 · FLSA	0.00	167.62	167.62
5922 · Social Security Payroll Taxes	0.00	46,145.35	46,145.35
5923 · CalPERS	0.00	4,629.13	4,629.13
5924 · Medicare	0.00	27,423.00	27,423.00
5930 · Health Insurance	0.00	812.00	812.00
5931 · Disability Insurance	0.00	2,760.22	2,760.22
5932 · Dental Insurance	0.00	335.53	335.53
5933 · Life Insurance	0.00	396.43	396.43
5934 · Vision Insurance	0.00	28.25	28.25
5935 · Unemployment Insurance	0.00	408,301.48	408,301.48
Total 50 · Salaries and Benefits	0.00	408,301.48	408,301.48
60 · Supplies & Services			
6020 · Uniforms	0.00	2,243.20	2,243.20

**Rancho Adobe Fire Protection District
Profit & Loss by Class
October 2024**

	Capital Improvements	Operating	TOTAL
6022 · Safety Clothing	0.00	995.27	995.27
6040 · Communications	0.00	1,915.45	1,915.45
6045 · Pagers & Radios	0.00	678.84	678.84
6060 · Food	0.00	-717.77	-717.77
6080 · Household Expense	0.00	1,530.60	1,530.60
6100 · Property & Liability Insurance	0.00	3,553.32	3,553.32
6155 · Apparatus Maintenance	0.00	4,763.00	4,763.00
6165 · SCBA Maintenance	0.00	586.80	586.80
6180 · Building Maintenance	0.00	913.17	913.17
6260 · Medical Supplies	0.00	4,025.65	4,025.65
6400 · Office Supplies	0.00	132.02	132.02
6461 · Operational Expense	0.00	4,546.85	4,546.85
6463 · FPO Expense	0.00	1,045.56	1,045.56
6500 · Payroll Fees	0.00	355.20	355.20
6526 · Dispatch Service-Redcom	0.00	42,753.45	42,753.45
6596 · CQI Expense	0.00	1,105.00	1,105.00
6605 · Hiring Expense	0.00	10,169.00	10,169.00
6610 · Legal Services	0.00	1,195.38	1,195.38
6650 · Health Services	0.00	460.00	460.00
6820 · Rent/Lease Equipment	0.00	489.72	489.72
6881 · Safety Equipment	0.00	3,442.82	3,442.82
6889 · Computer Software and Equipment	0.00	3,060.00	3,060.00
7120 · Training Expense	0.00	219.04	219.04
7201 · Fuel	0.00	5,624.52	5,624.52
7300 · Transportation & Travel	0.00	507.26	507.26
7320 · Utilities	0.00	10,661.76	10,661.76
Total 60 · Supplies & Services	0.00	106,255.11	106,255.11
75 · Other Charges			
7910 · Long Term Loan-Principal	0.00	14,757.50	14,757.50
7930 · Long Term Loan-Interest	0.00	1,171.70	1,171.70
Total 75 · Other Charges	0.00	15,929.20	15,929.20
Total Expense	0.00	530,485.79	530,485.79
Net Ordinary Income	7,134.90	-430,969.18	-423,834.28
Net Income	7,134.90	-430,969.18	-423,834.28

NEW BUSINESS

**RESOLUTION R-5:
CONSOLIDATION
APPLICATION**



Rancho Adobe Fire District

Staff Report

Date: November 14, 2024

Topic: Resolution 2024 R-5: A CONCURRENT RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT AND THE BOARD OF DIRECTORS OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT CONSTITUTING THE DISTRICTS' RESOLUTION OF APPLICATION TO THE LOCAL AGENCY FORMATION COMMISSION OF SONOMA COUNTY FOR CONSOLIDATION OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT INTO THE SONOMA COUNTY FIRE DISTRICT

Recommendation:

Board to discuss and consider adoption of Resoultion 2024 R-5, A CONCURRENT RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT AND THE BOARD OF DIRECTORS OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT CONSTITUTING THE DISTRICTS' RESOLUTION OF APPLICATION TO THE LOCAL AGENCY FORMATION COMMISSION OF SONOMA COUNTY FOR CONSOLIDATION OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT INTO THE SONOMA COUNTY FIRE DISTRICT

Background:

Resolution R-5 is the first step in moving forward with consolidation. It signals that both elected Board's of Directors have approved moving a formal application to Sonoma Local Agency Formation Commision (LAFCO) to initiate the legally required annexation approval process. Timing is critical with any annexation, and it is best practice and most feasibile to complete annexation at the close of a fiscal year. The intention is to move the process to LAFCO with the intent to complete the annexation by June 30th, 2025.

Consolidation of Rancho Adobe Fire District with another fire agency has been discussed, analyzed, evaluated and recommended on multiple occasions in order to 1) provide a higher level of service to the community through Advanced Life Support, 2) provide administrative, HR, and financial depth of personnel, 3) provide operational depth of personnel for succession in all positions, 4) Inherit a fully functioning Fire Prevention Division for improved efficiency in pre-fire planning and Community Outreach, 5) secure long-term operational response to the communities that we serve.

Annexation of Rancho Adobe Fire District into Sonoma County Fire District brings immediate and defined benefits to our residents, taxpayers and visitors.

The newly reorganized Sonoma County Fire District will benefit from a Battlion Chief assigned to the Southern portion of the District for greater command and control, as well as fleet maintenance and repair with the addition of a District mechanic.

Consolidation should always be focused on improving service to the community. By reorganizing the Sonoma County Fire District to include Rancho Adobe's jurisdiction will accomplish this goal.

Financial Impact:

A recent financial analysis identifies a \$1million dollar gap in costs that staff and elected officials will pursue in order to complete the required funding for consolidation. This will begin in earnest following the adoption of the concurrent Resolution reflecting elected officials support.

A majority of taxpayers will see a decrease in their special tax rate diue to a lower assessment being applied to Rancho Adobe's jurisdiction. A few large agricultural operations may see an increase in special tax based on square footage.

Options:

1. Approve the concurrent Resolution.
2. Do not approve but provide alternative direction to staff

Approved by:



Jeff Veliquette
Fire Chief

Attachments:

1. Resolution 2024 R-5

A CONCURRENT RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT AND THE BOARD OF DIRECTORS OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT CONSTITUTING THE DISTRICTS' RESOLUTION OF APPLICATION TO THE LOCAL AGENCY FORMATION COMMISSION OF SONOMA COUNTY FOR CONSOLIDATION OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT INTO THE SONOMA COUNTY FIRE DISTRICT

WHEREAS, the Boards of Directors of Sonoma County Fire District (“SCFD”) and the Rancho Adobe Fire Protection District (“RAFPD”), both fire districts organized and operating pursuant to the California Fire Protection District Law of 1987, California Health and Safety Code section 13800 et seq., and located in Sonoma County, California (collectively “the Parties”), desire to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, California Government Code section 56000 et seq. (“Cortese-Knox-Hertzberg Act”), with the Local Agency Formation Commission of the County of Sonoma (“Sonoma LAFCO”) for the reorganization of the Parties as specified herein; and

WHEREAS, SCFD and RAFPD have agreed to initiate proceedings with Sonoma LAFCO by adoption of this Concurrent Resolution for reorganization consisting of the dissolution of RAFPD and annexation of the dissolved District into the SCFD (“the Proposed Reorganization”) resulting in a reorganized fire protection district which shall continue to be called the Sonoma County Fire District (“the Reorganized District”); and

WHEREAS, California Government Code section 56853 provides in part that, in the case of a concurrent resolution for reorganization, Sonoma LAFCO shall approve or conditionally approve the Proposed Reorganization; and

WHEREAS, the boundaries of the territory included in the Reorganized District will be the combined territories of SCFD and RAFPD, as described in Exhibit “A”, attached hereto and incorporated herein by this reference; and

WHEREAS, the Proposed Reorganization shall be subject to Sonoma LAFCO’s approval of the Municipal Service Review and amendment of the Districts’ spheres of influence to match the boundaries of the territory included in the Reorganized District; and

WHEREAS, the territory included in the Reorganized District is inhabited, as defined in the Cortese-Knox- Hertzberg Act; and

WHEREAS, the Parties desire that the Proposed Reorganization be subject to the following terms and conditions as set forth herein:

- a. The name of the Reorganized District shall continue to be the “Sonoma County Fire District”.
- b. The Reorganized District is intended to achieve greater economy and efficiency in providing fire protection, emergency services, and ambulance service. The Parties have

determined that the Proposed Reorganization is in the best interest of the Parties in order to protect better services to the residents of and visitors to the Reorganized District, including providing emergency ground transport ambulance services throughout the Reorganized District and appurtenant ambulance service areas pursuant to California Health and Safety Code section 1797.201.

- c. Pursuant to the provisions of California Health and Safety Code section 13842 and California Government Code section 56866(n), the Board of Directors of the Reorganized District shall remain seven members, subject to District-wide election.
- d. All assets, unrestricted, restricted or fiduciary, held by the Parties shall be transferred to and become assets of the Reorganized District. The Reorganized District shall be the successor agency to RAFPD.
- e. The Parties shall enter into a property tax allocation agreement to transfer the RAFPD property tax allocation to SCFD for funding of the reorganized District, as well as transfer of RAFPD's allocation of Measure H sales tax revenue to SCFD pursuant to Sonoma County Code section 12-60 et seq.
- f. The Parties request a determination by Sonoma LAFCO that the initial appropriation limit for the Reorganized District shall be the total of the combined existing appropriation limits of SCFD and RAFPD, as well as the anticipated increased tax collections projected from the extension of the SCFD's special tax throughout the Reorganized District.
- g. All liabilities of RAFPD shall be transferred to and become liabilities of the Reorganized District.
- h. The effective date of the Proposed Reorganization shall be the date of recordation of the certificate of completion of reorganization as provided by Government Code section 57200 et seq.
- i. Distribution of Services: The Board of Directors of the Reorganized District will authorize an annual work plan for services throughout the Reorganized District.

WHEREAS, the Parties hereby consent to the Proposed Reorganization without election by the registered voters within the respective Districts; and

WHEREAS, the Parties' find that the Proposed Reorganization appears to be categorically exempt on the California Environmental Quality Act ("CEQA") by virtue of section 15320 of the State CEQA Guidelines ("Class 20 Exemption") because the Proposed Reorganization is a reorganization of a local government agencies where the changes do not change the geographical area in which previously existing powers are exercised.

NOW, THEREFORE, the Boards of Directors of Sonoma County Fire District and the Rancho Adobe Fire Protection District hereby find, determine, declare, resolve and order as follows:

1. The foregoing recitals are true and correct and are adopted as herein for above-set forth.
2. Sonoma LAFCO is requested to undertake proceedings for the Proposed Reorganization according to the terms and conditions stated above and, in the manner, provided in the Cortese-Knox- Hertzberg Act.
3. The President of the Board of Directors of each District is authorized and directed to execute this Concurrent Resolution and any other documents as Sonoma LAFCO may reasonably request to accomplish the Proposed Reorganization initiated by this Concurrent Resolution.
4. The Fire Chief of the Sonoma County Fire District, and/or his designee, shall be, and is hereby, authorized and directed to perform any and all acts required to complete the Proposed Reorganization initiated by this Concurrent Resolution, including, but not limited to, preparation and coordination of the application to Sonoma LAFCO, and preparation and filing of Notice of Exemption with the County Clerk in accordance with the provisions of CEQA and the State CEQA guidelines.

This Concurrent Resolution is effective from the latest date of execution shown below.

The foregoing resolution was introduced by Director _____ who moved its adoption, and seconded by Director _____, and adopted on a roll call vote by the following vote:

Director Herman _____	Director Hemmendinger _____
Director Moretti _____	Director Peterson _____ Director Proteau _____
Director Gadoua _____	Director Howell _____

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

WHEREUPON, the Chair declared the foregoing resolution adopted, and SO ORDERED.

CHAIR

Attest: _____
Clerk of the Board

SONOMA COUNTY FIRE DISTRICT:

Passed, approved and adopted at a regular meeting of the Board of Directors of the Sonoma County Fire District by the following votes. Passed and adopted this _____, 2024.

President, Board of Directors

Ayes: _____

Noes: _____

Absent: _____

CERTIFICATION:

Clerk of the Board of Directors

**AGREEMENT FOR
SERVICES WITH
SONOMA COUNTY TO
COLLECT FIRE
IMPACT FEES**



Rancho Adobe Fire District

Staff Report

Date: November 14, 2024

Topic: Agreement for Services between the County of Sonoma and the Rancho Adobe Fire District to Collect Fire Mitigation Impact Fees

Recommendation:

Staff recommends approval of the Agreement for Services between the County of Sonoma and the Rancho Adobe Fire District to Collect Fire Mitigation Impact Fees and fully compensate the County for its cost for services to collect, account for, and report on the fees in the amount of 2% of the total District's impact fees.

Background:

Pursuant to the California Mitigation Fee Act (Gov. Code §§ 66000-66025), local agencies may establish mitigation fees ("fees") in connection with the approval of a development project to offset the costs of new public facilities that become necessary as a result of development. Under existing state law, District cannot directly adopt mitigation fees pursuant to Health and Safety Code §§ 13800-13970, but the Mitigation Fee Act authorizes the County to adopt fees on behalf of District to offset the impacts of new development on fire equipment and fire capital facilities, and authorizes County to collect and disburse fees on behalf of District subject to and in accordance with this Agreement.

District agrees to fully compensate County to reimburse its costs for the services to administer, collect, account for and report on the fees in compliance with the Mitigation Fee Act and recover the full costs of providing these services ("Administrative Costs"). County shall automatically withhold two percent of the total District's impact fees before distributing the proceeds to District. If the County's Administrative Costs exceed two percent, County shall give 60 days' notice to District. County shall, in its sole discretion, withhold the full amount to recover its Administrative Costs before distributing the proceeds to District.

Financial Impact:

The financial impact to the District is minimal and expected to reimburse the County of Sonoma for expenses associated with collection and reporting of the fees.

Options:

1. Approve the Agreement.
2. Do not approve the Agreement and direct staff to provide addition information.

Approved by:

Jeff Veliquette
Fire Chief

Attachment: Agreement for Services with the County of Sonoma for collection of Impact Fees

AGREEMENT FOR SERVICES

This agreement ("Agreement"), dated as of _____, 2024 ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Rancho Adobe Fire Protection District (hereinafter "District").

R E C I T A L S

WHEREAS, District represents that it is a duly qualified fire protection district and has retained SCI Consultants, experienced in the preparation of fire mitigation impact fee nexus studies and related services; and

WHEREAS, the District Board of Directors has considered, conducted a public hearing, and adopted fire mitigation impact fees tailored to meet the District's community needs; and

WHEREAS, in the judgment of the County Administrator's Office, it is necessary and desirable to employ the services of District for preparing fire mitigation impact fee nexus studies and taking all steps necessary to ensure full compliance with the California Mitigation Fee Act (Gov. Code §§66000 et seq.).

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

A G R E E M E N T

1. Scope of Services.

1.1 District's Specified Services. District shall perform the services described in Exhibit "A," attached hereto and incorporated herein by this reference (hereinafter "Scope of Work"), and within the times or by the dates provided for in Exhibit "A" and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit "A", the provisions in the body of this Agreement shall control.

1.2 Cooperation With County. District shall cooperate with County and County staff in the performance of all work hereunder.

1.3 Performance Standard. District shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in District's profession. County has relied upon the professional ability and training of District as a material inducement to enter into this Agreement. District hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of District's

work by County shall not operate as a waiver or release. If County determines that any of District's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require District to meet with County to review the quality of the work and resolve matters of concern; (b) require District to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

1.4 Assigned Personnel.

- a. District shall assign only competent personnel to perform work hereunder. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by District to perform work hereunder, District shall remove such person or persons immediately upon receiving written notice from County.
- b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. District shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.
- c. In the event that any of District's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of District's control, District shall be responsible for timely provision of adequately qualified replacements.

2. Payment. Pursuant to the California Mitigation Fee Act (Gov. Code §§ 66000-66025), local agencies may establish mitigation fees ("fees") in connection with the approval of a development project to offset the costs of new public facilities that become necessary as a result of development. Under existing state law, District cannot directly adopt mitigation fees pursuant to Health and Safety Code §§ 13800-13970, but the Mitigation Fee Act authorizes the County to adopt fees on behalf of District to offset the impacts of new development on fire equipment and fire capital facilities, and authorizes County to collect and disburse fees on behalf of District subject to and in accordance with this Agreement.

District agrees to fully compensate County to reimburse its costs for the services to administer, collect, account for and report on the fees in compliance with the Mitigation Fee Act and recover the full costs of providing these services ("Administrative Costs"). County shall automatically withhold two percent of the total District's impact fees before distributing the proceeds to District. If the County's Administrative Costs exceed two percent, County shall give 60 days' notice to District. County shall, in its sole discretion, withhold the full amount to recover its Administrative Costs before distributing the proceeds to District.

3. Term of Agreement. The term of this Agreement shall be from _____, 2024 through _____, 2029 unless terminated earlier in accordance with the provisions of Article 4 below, and shall automatically renew for five (5) year periods thereafter unless either party gives six (6) months written notice of non-renewal. The County Administrator has delegated authority, in coordination with County Counsel's Office, to extend the term of the Agreement as needed to comply with the California Mitigation Fee Act.

4. Termination.

4.1 Termination for Cause. Notwithstanding any other provision of this Agreement, should District fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving District written notice of such termination, stating the reason for termination.

4.2 Delivery of Work Product and Final Payment Upon Termination. In the event of termination, District, within 14 days following the date of termination, shall deliver to County all reports, original drawings, graphics, plans, studies, and other data or documents, in whatever form or format, assembled or prepared by District or District's subcontractors, Districts, and other agents in connection with this Agreement and shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.3 Payment Upon Termination. Upon termination of this Agreement by County, District shall be entitled to receive as full payment for all services satisfactorily rendered and reimbursable expenses properly incurred hereunder; and further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2, County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by District.

4.4 Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the County Administrator, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

5. Indemnification. District agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including District, that arise out of, pertain to, or relate to District's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. District agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to such District's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. District's obligations under this Section apply whether or not there is concurrent or contributory negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. County shall

have the right to select its legal counsel at District's expense, subject to District's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for District or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance. With respect to performance of work under this Agreement, District shall maintain and shall require all of its subcontractors, Districts, and other agents to maintain, insurance as described in Exhibit B, which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work. The execution of this Agreement shall constitute District's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for District's performance of this Agreement shall be extended by a number of days equal to the number of days District has been delayed.

8. Representations of District.

8.1 Standard of Care. County has relied upon the professional ability and training of District as a material inducement to enter into this Agreement. District hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of District's work by County shall not operate as a waiver or release.

8.2 Status of District. The parties intend that District, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. District is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, District expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

8.3 No Suspension or Debarment. District warrants that it is not presently desbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. District also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If the District becomes debarred, District has the obligation to inform the County.

8.4 Taxes. District agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. District agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of District's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, District agrees to furnish County with proof of payment of taxes on these earnings.

8.5 Records Maintenance. District shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to County for inspection at any reasonable time. District shall maintain such records for a period of five (5) years following completion of work hereunder.

8.6 Conflict of Interest. District covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. District further covenants that in the performance of this Agreement no person having any such interests shall be employed.

8.7 Statutory Compliance/Living Wage Ordinance. District agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies, including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, District expressly acknowledges and agrees that this Agreement may be subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

8.8 Nondiscrimination. Without limiting any other provision hereunder, District shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

8.9 AIDS Discrimination. District agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

8.10 Assignment of Rights. District assigns to County all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all

versions of the plans and specifications, if any, now or later prepared by District in connection with this Agreement. District agrees to take such actions as are necessary to protect the rights assigned to County in this Agreement, and to refrain from taking any action which would impair those rights. District's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as County may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of County.

District shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of County.

8.11 Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of District.

9. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4.

10. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

11. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

TO COUNTY:

Sonoma County Administrator's Office
575 Administration Drive, Suite 104A
Santa Rosa, CA 95403 (707) 565-3775
Maggie.Luce@sonoma-county.org

TO DISTRICT:

Rancho Adobe Fire Protection District
Jeff Veliquette, Fire Chief
P.O. Box 1029
Penngrove, CA 94951
jveliquette@rafd.org

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile or email, the notice, bill or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date), (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

12. Miscellaneous Provisions.

12.1 No Waiver of Breach. The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

12.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. District and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. District and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

12.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

12.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

12.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to

the City of Santa Rosa, in the County of Sonoma.

12.6 Captions. The captions in this Agreement are solely for convenience or reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

12.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

12.8. Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

12.9 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

DISTRICT:

By: _____

Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM FOR DISTRICT:

By: _____
District Counsel

COUNTY: COUNTY OF SONOMA

CERTIFICATES OF INSURANCE
REVIEWED AND ON FILE:

By: _____
County Administrator

Date: _____

APPROVED AS TO FORM FOR COUNTY:

By: _____
County Counsel

Date: _____

AGREEMENT EXECUTED:

By: _____
County Administrator

Date: _____

ATTEST:

Clerk of the Board of Supervisors

Exhibit A
Scope of Work

A. Compliance with Mitigation Fee Act. District shall ensure that any fee County imposes and collects on its behalf complies with the requirements of the Mitigation Fee Act, including, but not limited to, Government Code sections 66001, 66006, 66007, 66008, 66011 and 66018. If any fee is owed by a particular developer and is not paid, District shall bear full responsibility for collection of fees owed.

B. Deposit, Investment and Disbursement of Fees. County shall deposit collected fees in accordance with Government Code section 66006(a) and may invest them in its sole discretion. County shall transfer fees collected to District on a quarterly basis. County and District agree to work in good faith to resolve any issues within a reasonable time and County may withhold disbursement until the issue has been resolved.

C. Accounting and Audit. District shall account for and expend fees in compliance with Government Code sections 66006, 66008, and 66011, including ensuring that the requisite public notice is provided. District has the sole responsibility to account for the expenditure of fees and perform at its own expense any audit required under the Mitigation Fee Act or as requested by the County. To the extent District needs information from County to comply with subdivision 66006(b), District shall request the information from County in writing and provide County with no less than twenty (20) days to respond.

If any audit relating to County's creation, collection or disbursement of fees in behalf of District is requested under subdivision 66006(d) or section 66023, County, in its sole discretion and subject to the limitation in section 66023(c), may elect to (1) perform the audit and be reimbursed for the costs and staff time incurred in undergoing the audit; or (2) contract with an independent auditor for any audit related to fees collected or disbursed under this Agreement and the auditor fees are not covered by subdivision 66023(c), District shall reimburse County for all of the uncovered fees and costs charged by the independent auditor. District shall promptly respond to all requests for information made by County in relation to any audit.

D. Nexus Study and Government Code section 66001 findings. District shall ensure compliance with the finding requirements under California Government Code section 66001. District shall submit any necessary supporting documentation and proposed findings required no later than sixty (60) days before findings are required under that subdivision and shall take the necessary steps to ensure the findings will be considered by County in the time required (See District's Nexus Study and Fire District Board Resolution with the necessary findings attached as Exhibit C). Prior to requesting County to make Government Code section 66001 findings, the District's Board of Directors shall independently consider and approve any such necessary supporting documentation and proposed findings and submit its action and findings with its request to the County. District shall promptly provide any additional information County requests relevant to the five-year findings. Based on the information District provides, County shall consider the information and make findings, if appropriate, under subdivision 66001(d)(1).

E. Annual Reporting Government Code § 66006 (AB 1600 reports). District shall ensure compliance with the annual reporting and finding requirements under California Government Code subdivision 66006. District shall submit any necessary supporting documentation required by the AB 1600 annual report no later than ninety two (92) days before the public meeting required under that section and shall take the necessary steps to ensure the AB 1600 report will be considered by County in the time required. Prior to requesting County to hold a public meeting to consider the annual AB 1600 report, the District's Board of Directors shall independently consider and approve any such necessary supporting documentation and submit its action and findings with its request to the County. District shall promptly provide any additional information County requests relevant to the AB 1600 report. Based on the information District provides, County shall consider the information and the District's AB 1600 report, under subdivision 66006.

F. Five-Year Findings. District shall ensure compliance with the five-year reporting and finding requirements under California Government Code subdivision 66001(d). District shall submit any necessary supporting documentation and proposed findings required no later than sixty (60) days before findings are required under that subdivision and shall take the necessary steps to ensure the findings will be considered by County in the time required. Prior to requesting County to make the five-year findings, the District's Board of Directors shall independently consider and approve any such necessary supporting documentation and proposed findings and submit its action and findings with its request to the County. District shall promptly provide any additional information County requests relevant to the five-year findings. Based on the information District provides, County shall consider the information and make findings, if appropriate, under subdivision 66001(d)(1).

G. New Obligations and Updated Data. District shall stay informed of and ensure compliance with any new obligations arising from the collection of fees on its behalf, including but not limited to amendments to the Mitigation Fee Act and court decisions interpreting it or any new County ordinance(s) governing the collection of fees on behalf of special districts. District shall regularly update its nexus studies to support its fees.

H. Disputes as to Fees. District agrees that its sole remedy is any action to recover fees it claims County should have disbursed to District, including any untimely disbursement, is limited to the amount of the undisbursed fees. District waives any and all right to seek or recover interest on any sum unpaid or owed or any consequential, compensatory, or punitive damages, attorney's fees, or any other relief or recovery other than the fees County collected and should have disbursed to District.

In the event of any application to reduce or appeal a fee by a developer, disagreement regarding the amount or application of any fees collected by County on behalf of District by a third party, or protest under Government Code sections 66020 or 66021, County may refer the matter to District, and within the time requested by County, District shall advise the County in writing as to how District recommends the County proceed. Any disagreement as to the amount or application of any fees or any protest are included in the District's covenant to defend, indemnify and hold County harmless as detailed in Article 5 of this Agreement.

Exhibit B
Insurance Requirements

Section I - Insurance to be Maintained by District

District shall maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve District from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. Workers Compensation and Employers Liability Insurance

- a. Required if District has employees as defined by the Labor Code of the State of California.
- b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. Required Evidence of Insurance: Certificate of Insurance.

If District currently has no employees as defined by the Labor Code of the State of California, District agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If District maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by District.
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County. District is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether District has a claim against the insurance or is named as a party in any action involving the County.
- d. The County of Sonoma, its officers, agents and employees shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the District in the performance of this Agreement.
- e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- f. The policy definition of "insured contract" shall include assumptions of liability arising out

of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the "f" definition of insured contract in ISO form CG 00 01, or equivalent).

- g. The policy shall cover inter-insured suits between the additional insureds and District and include a "separation of insureds" or "severability" clause which treats each insured separately.
- h. Required Evidence of Insurance:
 - i. Copy of the additional insured endorsement or policy language granting additional insured status; and
 - ii. Certificate of Insurance.

3. Automobile Liability Insurance

- a. Minimum Limit: \$1,000,000 combined single limit per accident. The required limit may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
- b. Insurance shall cover all owned autos. If District currently owns no autos, District agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Insurance shall cover hired and non-owned autos.
- d. Required Evidence of Insurance: Certificate of Insurance.

4. Standards for Insurance Companies

Insurers, other than the California State Compensation Insurance Fund, shall have an AM. Best's rating of at least A:VII.

5. Documentation

- a. The Certificate of Insurance must include the following reference: N/A.
- b. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. District agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1, 2 or 3 above.
- c. The name and address for Additional Insured endorsements and Certificates of Insurance is: County of Sonoma, County Administrator's Office, 575 Administration Drive, Suite 104A, Santa Rosa, CA 95403.
- d. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
- e. District shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- f. Upon written request, certified copies of required insurance policies must be provided _within thirty (30) days.

6. Policy Obligations

District's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

7. Material Breach

If District fails to maintain insurance which is required pursuant to this Agreement, it shall

be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from District resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to District, County may deduct from sums due to District any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.

Section II - Insurance to be maintained by District's Contractors and/or Consultants

District shall ensure that sub-contractors and contracted consultants maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve District from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. Professional Liability/Errors and Omissions Insurance

- a. Minimum Limits: \$2,000,000 per claim or per occurrence; \$4,000,000 annual aggregate.
- b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County.
- c. If District's services include: (1) programming, customization, or maintenance of software; or (2) access to individuals' private, personally identifiable information, the insurance shall cover:
 - i. Breach of privacy; breach of data; programming errors, failure of work to meet contracted standards, and unauthorized access; and
 - ii. Claims against District arising from the negligence of District, District's employees and District's subcontractors.
- d. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- e. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- f. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.

2. Standards for Insurance Companies

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.