

Rancho Adobe Fire Protection District

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

Telephone: (707) 795-6011
Fax: (707) 795-5177
www.ranchofire.com

NOTICE & AGENDA OF THE REGULAR BOARD MEETING
JULY 19, 2023 — 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 Meeting of June 21, 2023

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. Long Range Planning

(Continued on next page)

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VI. UNFINISHED BUSINESS

A. Discussion on Proposed Sales Tax

The Board of Directors and Fire Chief will provide an update on a proposed sales tax measure countywide to fund fire services

VII. NEW BUSINESS

A. Resolution R-1: Resolution Adopting Prop IV Limit for FY 2023/2024

The Board will consider adopting a \$7,708,500 Prop IV Limit for FY 2023/2024

B. Resolution R-2: Set Rate for Special Tax – 53110 at \$331.00 Per Parcel for FY 2023/2024

The Board will consider a 3% CPI increase to the current parcel tax for FY 2023/2024

C. Discussion and Approval of Change Orders for Station 2 Remodel

The Board will review and consider change orders for the remodel of the Penngrove Fire Station


D. Discussion and Approval of Station Fencing Bids for Station 2

The Board will review and consider bids to fence the rear property of the Penngrove Fire Station

VIII. DIRECTION ON FUTURE AGENDA ITEMS

IX. 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 July 13, 2023.


Jennifer Bechtold, Clerk of the Board



Rancho Adobe Fire Protection District

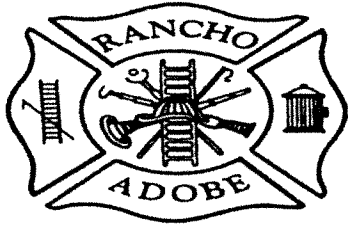
Board of Directors Meeting

July 19, 2023

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CORRESPONDENCE



**Rancho Adobe
Fire Protection
District**

Memo

To: RAFD Board of Directors

From: Jennifer Bechtold

CC:

Date: 7/12/2023

Re: Annual Reimbursement Disclosure FY 2022/2023

Background:

In accordance with Government Code 53065.5, "each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

I have reviewed the Accounts Payable records for the fiscal year ended 6/30/23, and I have found the attached charges which are subject to disclosure.

Fiscal Year 2022/2023 Annual Reimbursement Disclosure

Employee Name	Date	Description of Expense	Amount Paid
CASEY GRAY	45077	Reimb. Station Boot Purchase	\$ 295.04
DANIEL IKALANI	44783	Reimburse Boot Purchase	\$ 211.39
DANIEL IKALANI	44985	Reimb. S-270 Class	\$ 390.00
DOMINIC AYERS	44847	Reimb. Rescue Sys. II Class	\$ 1,020.00
ERIC GROMALA	44818	Reimb. Strike Team Expenses Put on Personal CC	\$ 3,477.07
ERIC HENNEBERQUE	44943	Reimb. Fire 76/78	\$ 276.00
HERB WANDEL	44985	Reimb. Purchase of Office Desks	\$ 100.00
JAKE MCCLENDON	44924	Reimb. for kitchen faucet at station 1	\$ 199.38
JAMES DEURLOO	44957	Reimburse Conference Table Purchase	\$ 100.00
JEFF VELIQUETTE	44985	Reimb. TV Mount	\$ 163.49
NICK KAISER	44818	Reimb. Boots	\$ 272.42
RENE TORRES	44834	Payment of wages deducted 10/31/21 PR	\$ 2,197.59
RENE TORRES	44895	Reimb. EMT	\$ 117.00
WESLEY RAGER	44783	Reimburse RIO & Instructor 1 Classes	\$ 630.00
WESLEY RAGER	45107	Reimburse PALS, ACLS, Instructor 2, I-300	\$ 1,290.00

SONOMA LOCAL AGENCY FORMATION COMMISSION

111 SANTA ROSA AVENUE, SUITE 240, SANTA ROSA, CA 95404
(707) 565-2577 www.sonomalafco.org

June 15, 2023

TO: County Administrator, County of Sonoma
City Managers
Clerks to Boards of Directors of Independent Special Districts

FROM: Cynthia Olson, Senior Administrative Analyst

SUBJECT: Sonoma LAFCO Approved Fiscal Year 2023-24 Final Budget

At its meeting on June 7, 2023, the Sonoma Local Agency Formation Commission (LAFCO or Commission) adopted its Fiscal Year 2023-24 Final Budget. The Commission had adopted its Proposed Budget at its meeting on April 5. State law requires consideration of the upcoming year's budget at two noticed budget hearings.

The Commission directed staff to circulate the adopted Final Budget to our funding agencies: the County, Cities, and Independent Special Districts. The 2023-24 Budget will become effective on July 1, 2023.

Overall Budget

The 2023-24 adopted Budget projects expenditures at \$994,237, an increase of \$42,992, or about 5 percent over the current year Adopted Budget of \$951,245. Apportionments from the County, the Cities and the Independent Special Districts, interest from invested cash, and revenue from processing fees fund LAFCO operations. For 2023-24, the Commission approved an increase of five percent in overall agency apportionments and directed that \$183,892 of the Commission's Fund Balance be contributed to reduce agency costs and balance expenditures.

Expenditures

Pursuant to a Memorandum of Understanding between the Commission and the County, LAFCO staff are County employees contracted to LAFCO. The Commission will continue to be staffed at the current 3.7 Full-Time Equivalent level. Increases in salaries and associated costs are due in part to cost of living increases and merit raises for employees. Increases in benefits amounts reflect, in part, projected additional costs in health care coverage. Changes in services and supplies reflect increased costs associated with a bi-annual audit of Commission operations and fees for professional services for CEQA review.

Revenues and Fund Balance

Revenues to fund Commission operations come largely from apportionments from funding agencies. The County pays 40 percent, the Cities, as a whole, pay 40 percent and Independent Special Districts, as a whole, pay 20 percent of the operational costs. A small amount of funding accrues from interest on invested cash. Commission staff tracks processing fee revenues but does not budget for them due to the difficulty of projecting the future number and type of applications.

Commission policy directs that 50% or more of the adopted budget be held in reserve to meet unexpected or unforeseen needs. The reserve amount for FY 2023-24 is \$415,680. Of the remaining

available Fund Balance, the Commission determined to apply \$183,892 to reduce agency apportionments for next year.

As noted, overall apportionments for the upcoming year are projected to increase by five percent over the current fiscal year level, as reflected in the attached spreadsheet. Individual agency apportionments, which are based on revenues reported to the State Controller's Office for FY 2020-21, the most recent available, may vary from the current-year apportionment.

Please note that apportionment amounts for most of the Independent Special Districts will be lower for FY 2023-24 due to the one-time sale of a large asset by one of the funding districts. The revenue generated by the sale substantially increased that district's proportional share of the total revenues thereby increasing its share of the apportionments.

A listing of apportionments by agency is included in this correspondence. The Auditor's Office, which is responsible for calculating, billing, and collecting apportionments will provide invoices to agencies shortly.

If your agency has questions about the Commission's Fiscal Year 2023-24 Final Budget, please contact me at (707) 565-2587 or at Cynthia.Olson@sonoma-county.org.

Attachment

LAFCO APPORTIONMENTS FOR FY 2023-2024

40/40/20 Apportionment (FY 20-21 LAFCO State Controller Annual Report)

Description	Total Revenues	2023/24 Final Allocation
<u>COUNTY</u>		
County General Fund		\$ 320,938.00
Total County		<u>\$ 320,938.00</u>
<u>CITIES</u>		
Cloverdale	\$ 16,737,797	\$ 5,330
Cotati	\$ 18,250,942	\$ 5,812
Healdsburg	\$ 65,819,022	\$ 20,958
Petaluma	\$ 136,897,959	\$ 43,592
Rohnert Park	\$ 101,886,535	\$ 32,443
Santa Rosa	\$ 561,659,367	\$ 178,847
Sebastopol	\$ 18,491,320	\$ 5,888
Sonoma	\$ 25,450,596	\$ 8,104
Windsor ³	\$ 62,695,546	\$ 19,964
Total Cities	<u>\$ 1,007,889,084</u>	<u>\$ 320,938</u>
<u>INDEPENDENT DISTRICTS</u>		
<u>Ambulance Service:</u>		
Cloverdale Health Care	753,402	828.00
Coast Life Support	3,180,152	3,497.00
Subtotal	<u>3,933,554</u>	<u>4,325.00</u>
<u>Cemetery:</u>		
Green Valley	18,564	20.00
Shiloh	647,523	712.00
Subtotal	<u>666,087</u>	<u>732.00</u>
<u>Fire Protection:</u>		
Bodega Bay	2,473,552	2,720.00
Cazadero CSD ¹	439,945	484.00
Cloverdale	1,981,228	2,179.00
Forestville	1,898,429	2,087.00
Geyserville	2,976,988	3,273.00
Gold Ridge	3,423,712	3,765.00
Graton	1,673,528	1,840.00
Kenwood	1,119,027	1,230.00
North Sonoma Coast	1,480,803	1,628.00
Monte Rio	1,054,437	1,159.00
Occidental CSD ⁴	823,484	905.00
Rancho Adobe	6,330,026	6,961.00
Schell-Vista	1,888,562	2,077.00
Sonoma County ²	17,075,307	18,777.00
Sonoma Valley	8,841,591	9,722.00
Timber Cove	452,668	498.00
Subtotal	<u>53,933,287</u>	<u>59,305.00</u>
<u>Pest Control</u>		
Marin/Sonoma Mosq & Vect	10,052,024	11,053.00
Subtotal	<u>10,052,024</u>	<u>11,053.00</u>

<u>Recreation & Park:</u>		
Camp Meeker ⁴	89,985	99.00
Cazadero CSD ⁴	30,285	33.00
Monte Rio	390,944	430.00
Russian River	465,250	512.00
Subtotal	<u>976,464</u>	<u>1,074.00</u>
<u>Resource Conservation:</u>		
Gold Ridge RCD	56,058	62.00
Sonoma RCD	586,800	645.00
Subtotal	<u>642,858</u>	<u>707.00</u>
<u>Waste Disposal:</u>		
Bodega Bay PUD ⁴	1,691,880	1,860.00
Forestville Water District ⁴	1,179,463	1,297.00
Graton CSD	1,077,965	1,185.00
Subtotal	<u>3,949,308</u>	<u>4,342.00</u>
<u>Water Utility:</u>		
Bodega Bay PUD ₄	1,570,631	1,727.00
Camp Meeker Rec & Park ⁴	436,256	480.00
Forestville Water ₄	1,357,163	1,492.00
North Bay Water	30,499	34.00
Occidental CSD ⁴	204,568	225.00
Rains Creek Water	126,716	139.00
Russian River Water	583,895	642.00
Sonoma Mtn Water	93,846	103.00
Sweetwater Springs Water	3,875,348	4,262.00
Timber Cove Water	705,418	776.00
Valley of the Moon Water	6,659,230	7,322.00
Subtotal	<u>15,643,570</u>	<u>17,202.00</u>
<u>Health/Hospital:</u>		
North Sonoma County ⁵	3,434,467	3,776.00
Healthy Petaluma District ⁶	52,704,626	57,953.00
Subtotal	<u>56,139,093</u>	<u>61,729</u>
Total Independent Dists	<u>145,936,245</u>	<u>160,469.00</u>
GRAND TOTALS	<u>1,153,825,329</u>	<u>802,345.00</u>

¹As of 2016-17, Cazadero CSD Lighting/Landscape Maintenance revenues are combined with the

²Bodega Bay, Bennett Valley, Rincon Valley, Roseland, Russian River and Windsor Fire Protection District have reorganized into Sonoma County Fire District. The former districts' revenues are combined to provide a single apportionment amount for the reorganized district.

³Revenues from Windsor Water District are combined with revenues for the Town of Windsor.

⁴District revenues reported in multiple categories are consolidated before billing.

⁵Health Care Districts operating a hospital have no apportionment until the fiscal year following positive net from operations.

⁶Higher single year revenue due to sale of hospital.

SONOMA LAFCO
Proposed FY 2023-24 FINAL BUDGET
June 7, 2023

EXPENDITURES- SALARIES AND BENEFITS

Account	Description	2021-22 Adopted	2021-22 Year End Actuals	2022-23 Adopted	2022-23 Year End Projections	2023-24 Proposed ¹
50101	Regular Earnings	\$ 421,917	\$ 259,951	\$ 438,170	\$ 330,699	\$ 455,473
50110	Cash Allowance	\$ 26,653	\$ 13,984	\$ 26,653	\$ 20,521	\$ 26,551
50114	Bds & Commissions	\$ 9,600	\$ 3,400	\$ 9,600	\$ 7,875	\$ 9,600
50201	County Retirement	\$ 174,328	\$ 96,482	\$ 157,719	\$ 108,299	\$ 159,778
50205	FICA/Medicare	\$ 32,458	\$ 20,899	\$ 33,846	\$ 25,453	\$ 35,766
50301	Health Insurance	\$ 55,387	\$ 25,063	\$ 60,951	\$ 46,812	\$ 76,000
50304	HRA	\$ 3,270	\$ 1,805	\$ 3,270	\$ 2,869	\$ 3,257
50306	Disability	\$ 2,600	\$ 1,556	\$ 2,695	\$ 2,039	\$ 2,797
50307	Dental Insurance	\$ 4,004	\$ 1,780	\$ 3,995	\$ 2,155	\$ 3,995
50308	Life Insurance	\$ 607	\$ 365	\$ 632	\$ 452	\$ 661
50309	Vision Insurance	\$ 662	\$ 353	\$ 662	\$ 515	\$ 662
50310	Unemploy. Insurance	\$ 104	\$ 60	\$ 155	\$ 111	\$ 108
50401	Workers Compensation	\$ 5,927	\$ 3,634	\$ 6,209	\$ 4,786	\$ 7,345
50501	Other Expenses	\$ 108	\$ 47	\$ 97	\$ 69	\$ 96
50502	Deferred Compensation	\$ 15,813	\$ 9,682	\$ 16,443	\$ 11,468	\$ 17,153
Total Salaries and Benefits		\$ 753,438	\$ 439,061	\$ 761,096	\$ 564,122	\$ 799,242

¹ Based on 3.7 FTE

SERVICES AND SUPPLIES

Account	Description	2021-22 Adopted	2021-22 Year End Actuals	2022-23 Adopted	2022-23 Year End Projections	2023-24 Proposed
51206	Auditing Services	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 17,000
51207	Auditor Accting Svces	\$ 5,000	\$ 6,278	\$ 5,000	\$ 7,000	\$ 7,000
51211	Legal Services	\$ 25,000	\$ 17,484	\$ 25,000	\$ 38,000	\$ 35,000
51249	Professional Services	\$ 35,000	\$ 20,953	\$ 35,000	\$ 20,000	\$ 35,000
51301	Legal Notices	\$ 5,000	\$ 2,186	\$ 2,500	\$ 2,500	\$ 2,500
51421	Rents & Leases	\$ 45,150	\$ 43,248	\$ 45,500	\$ 45,500	\$ 43,000
51602	Travel Expense	\$ 5,000	\$ -	\$ 5,000	\$ 3,800	\$ 5,000
51605	Private Car Expense	\$ 500	\$ -	\$ 500	\$ 500	\$ 500
51901	Communications	\$ 2,600	\$ 2,457	\$ 2,600	\$ 2,500	\$ 2,700
51904	ISD-Data Processing	\$ 26,000	\$ 25,121	\$ 26,000	\$ 25,000	\$ 27,000
51905	Info Systems -Develop.	\$ 500	\$ -	\$ 500	\$ -	\$ -
51906	ISD-Supp. Website	\$ 500	\$ 3,000	\$ 1,000	\$ -	\$ 1,000
51911	Postage	\$ -	\$ 7,198	\$ 1,000	\$ 800	\$ 1,000
51915	Printing	\$ 2,000	\$ 734	\$ 500	\$ -	\$ 500
51916	County Services	\$ 1,000	\$ 1,172	\$ 11,000	\$ 9,000	\$ 3,000
52091	Memberships	\$ 12,500	\$ 7,639	\$ 8,233	\$ 8,233	\$ 8,913
52111	Office Expense	\$ 7,848	\$ 7,848	\$ 4,000	\$ 3,800	\$ 4,000
52181	Business Meals/Supplies	\$ 5,000	\$ 3,064	\$ -	\$ -	\$ -
57015	Major Equip. Replace.	\$ 1,800	\$ 1,816	\$ 1,816	\$ 1,816	\$ 1,882
Total Services & Supplies		\$ 180,398	\$ 150,197	\$ 190,149	\$ 183,449	\$ 194,995
Total Expenditures		\$ 933,836	\$ 589,258	\$ 951,245	\$ 747,571	\$ 994,237

SONOMA LAFCO
Proposed FY 2023-24 FINAL BUDGET
June 7, 2023

REVENUES

Account	Revenue Source	2021-22 Adopted	2021-22 Year End Actuals	2022-23 Adopted	2022-23 Year End Projections	2023-24 Preliminary
42601	County	\$ 296,753	\$ 296,753	\$ 305,656	\$ 305,656	\$ 320,938
42627	Special Districts	\$ 148,376	\$ 148,308	\$ 152,827	\$ 152,827	\$ 160,469
42628	Cities	\$ 296,753	\$ 296,753	\$ 305,656	\$ 305,656	\$ 320,938
Total Intergovernmental Revenue		\$ 741,882	\$ 741,814	\$ 764,138	\$ 764,138	\$ 802,345
44002	Interest Pooled Cash	\$ 10,000	\$ 5,627	\$ 5,000	\$ 11,000	\$ 8,000
45061	Fees for Services	\$ -	\$ 64,358	\$ -	\$ 40,000	\$ -
47103	Comp Equip Replacement	\$ -	\$ 6,598	\$ -	\$ -	\$ -
Other Revenue Sources		\$ 10,000	\$ 76,582	\$ 5,000	\$ 51,000	\$ 8,000
Total Projected Revenues		\$ 751,882	\$ 818,396	\$ 769,138	\$ 815,138	\$ 810,345
Use of Fund Balance		\$ 181,954	\$ (229,138)	\$ 182,107	\$ (67,568)	\$ 183,892
Total Revenue Sources		\$ 933,836	\$ 589,258	\$ 951,245	\$ 747,571	\$ 994,237

FUND BALANCE

Beginning 2020-21 Fund Balance	\$ 508,894
Added to 2020-21 Fund Balance	<u>\$ 25,760</u>
Beginning 2021-22 Fund Balance	\$ 534,654
Added to Fund Balance	<u>\$ 229,138</u>
Beginning 2022-23 Fund Balance	\$ 763,792
Projected Addition to Fund Balance	<u>\$ 67,568</u>
Projected Beginning 2023-04 Fund Balance	\$ 831,360
Fiscal Reserve (50% of Operating Expense)	\$ 415,680

Jennifer Bechtold

From: George Barich <georgebarich@gmail.com>
Sent: Thursday, June 15, 2023 8:19 AM
To: Jennifer Bechtold
Subject: Fwd: Jane's Dispensary sign upon a trailer on the field of "Cotati Village" parcel.
Attachments: No_onJ_truck_1.jpg; No_onJ_truck_3.jpg; No_onJ_truck_2.jpg

Please share this email and photos with the board of directors for the next board meeting. Thank you.

George Barich
Former Cotati City Council Member,
707-974-4760

----- Forwarded message -----

From: **George Barich** <georgebarich@gmail.com>
Date: Thu, Jun 15, 2023 at 8:16 AM
Subject: Re: Jane's Dispensary sign upon a trailer on the field of "Cotati Village" parcel.
To: Laurie alderman <lauriealderman@yahoo.com>
Cc: Damien O Bid <dobid@cotaticity.org>, Craig Scott <cscott@cotaticity.org>, Noah Housh <nhoush@cotaticity.org>, George Barich <gb@georgebarich.com>, <rafd@rancho-adobe-fire.org>, David Rabbitt <david.rabbitt@sonoma-county.org>, <Irene@thecommunityvoice.com>, Susan Harvey <sharvey@cotaticity.org>, Kay Rivers <krivers@cotaticity.org>, Sylvia Ochoa Lemus <slemus@sonoma-county.org>

City of Cotati & RAFD,

I concur with Laurie Alderman. Doesn't Cotati have any sign ordinances, or are they giving their friends a free pass again? If I had parked such a sign on St. Joseph Park & Ride it would have been cited, towed away, confiscated, and racking up storage fees with the City of Cotati because my name is George Barich. When my truck was parked on private property in Cotati years ago with a sign on the back opposing Fire Measure J, Cotati police officer Jason Yarnell was having my truck hooked up to a tow truck within two hours. When I got there and demanded he release my truck immediately, he released my truck and drove off without even an apology or explanation!

Laurie has filed a formal complaint through this email. She does not need to fill out one of your silly forms and wait three years like I have to get service from the Planning Department.

I am also asking the RAFD to investigate this matter. The City of Cotati should not play politics with our laws.

Please consider this as a formal public records request for a copy of the city permit that was submitted and/or granted for this sign depicted in the photo Laurie Alderman provided. The Planning Department should not be used primarily as a weapon of the sitting council members and city staff to go after their political appointments.

George Barich
Former Cotati City Council Member,
707-974-4760

On Wed, Jun 14, 2023 at 4:53 PM Laurie alderman <lauriealderman@yahoo.com> wrote:

The last few days, there has been a large sign for Jane's Dispensary in the field near 116 and West Cotati (see pic) -- the sign on the trailer has fallen down today. What's funny, is that sign was put up west/east, instead of north/south. It said Jane's Dispensary, Next Right. When someone looks at it from the stop sign of 116/West Cotati Avenue, it looks like the next right is Redwood Dr. -- pointing them to Mercy Wellness.

Having this trailer in the middle of a field of weeds during summer heat seems to be a fire risk, even though it hasn't been that hot yet. Can you work on mitigating this fire hazard?

Thank you,
Laurie Alderman

APPROVAL OF MINUTES

Rancho Adobe Fire Protection District

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

Telephone: (707) 795-6011
Fax: (707) 795-5177
www.ranchofire.com

DRAFT

**MINUTES OF THE REGULAR BOARD MEETING
JUNE 21, 2023 — 7:00 P.M.
COTATI FIRE STATION - #1 EAST COTATI AVE.
COTATI, CALIFORNIA**

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

President, Brian Proteau, called the Regular Board Meeting to order at 7:00 p.m. The agenda for this meeting was posted on June 16, 2023.

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

Minutes Conducted by: Jennifer Bechtold

The Pledge of Allegiance was said.

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

Items of correspondence were located in Board packets.

III. APPROVAL OF MINUTES

A. Special Meeting of April 19, 2023

Motion moved by Mr. Peterson to approve the minutes of April 19, 2023, and seconded by Mr. Herman.

Motion Carried: Aye 5 No 0 Abstain 2(Proteau, Hemmendinger) Absent 0

B. Regular Meeting of May 17, 2023

Motion moved by Mr. Gadoua to approve the minutes of May 17, 2023, and seconded by Mr. Herman.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

IV. CONSENT CALENDAR

A. Ratification of Checks Issued

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

V. **ADMINISTRATIVE COMMUNICATIONS**

A. **Firefighters' Union Report**

There was no report.

B. **Firefighters' Association Report**

Pancake breakfast will be held at the Penngrove station on July 1 and the parade will be July 2.

C. **Chief's Report**

Chief Veliquette reported the following items:

- 1.) 5 firefighters are in background for the part-time firefighter position. Additionally, recruitment was just closed for the full-time firefighter/EMT.
- 2.) Major focus on facilities, recruitment and negotiations.
- 3.) James Deurloo was presented as firefighter of the year at the recent Rohnert Park/Cotati Rotary dinner.
- 4.) Penngrove station remodel continues.
- 5.) Finance committee meeting was held to discuss loan options.
- 6.) Two cardiac arrest calls with positive outcomes, both in Cotati. Crews were amazing in their efforts.
- 7.) July 1st pancake breakfast at the Penngrove station.
- 8.) May calls: 120 EMS, 67 good intent, 16 service, 8 hazard, 8 fire and 7 false alarms.

D. **Director Reports**

There were no reports.

E. **Committee Reports**

a. **Finance/Budget**

Chief Veliquette mentioned we had a finance meeting to discuss finance options for station 2, which will be reviewed this evening.

Mr. Hemmendinger noted that supplies and services have increased a bit, which is normal for the end of the fiscal year. All other expenses are in line.

b. **Long Range Planning**

There was no report filed.

VI. **UNFINISHED BUSINESS**

A. **Discussion on Proposed Sales Tax**

Chief Veliquette reported the proposed sales tax continues moving forward. The full ballot language has been presented to county counsel, with no recommended changes. The ballot has also now been logged with the election's office. FSWG has been meeting with and sharing information with city managers and mayors' groups and has a future meeting with the Sonoma County Taxpayers Group. The labor side is getting ready to launch the signature gathering campaign, which requires 21K approved signatures, but they are shooting for 29K signatures. The FSWG will begin compiling information for a FAQ and bullet points and small blurbs on what this tax measure means to each of our agencies.

A. Consideration of Memorandum of Understanding between the District and the Battalion Chiefs for July 1, 2023 – June 30, 2024

Mr. Hemmendinger noted there is a typo under Section 34 as the contract does not need to state it is retroactive to July 1, 2023. Chief Veliquette also commented that all three agreements have been reviewed and recommended for approval by the negotiations committee for a 5% across the board pay increase.

Motion moved by Mr. Hemmendinger to approve the Battalion Chiefs MOU and seconded by Mr. Gadoua.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

B. Consideration of Memorandum of Understanding between the District and the Rancho Adobe Firefighters Union for July 1, 2023 – June 30, 2024

Chief Veliquette noted the part-time firefighter hourly rate ties into step 1 of the full-time firefighter pay scale.

Motion moved by Mr. Howell to approve the Firefighters MOU and seconded by Mr. Hemmendinger.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

C. Consideration of Employment Agreement between the District and the Administrative Manager for July 1, 2023 – June 30, 2024

Motion moved by Mr. Peterson to approve the Administrative Manager's Employment Agreement and seconded by Mr. Gadoua.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

D. Discussion and Approval to Remove Battalion Chief Mike Weihman as Signer on Summit State Bank Account and Adding Battalion Chief James Deurloo as Signer

Motion moved by Mr. Herman to approve the change in bank signers and seconded by Mr. Moretti.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

E. Discussion and Approval of Change Order for HVAC System at Station 3

In February, the Board approved the HVAC contract for \$103K and at that time, there was a 20% override allowed for change orders. The change order before the Board is for work that was completed to relocate the water heater and rebuild the platform. The change orders totaled \$6,563.00.

Motion moved by Mr. Gadoua to approve the requested HVAC system change orders and seconded by Mr. Moretti.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

F. Discussion and Approval of Change Orders for Station 2 Remodel

Chief Veliquette said this project is more complicated because the building is much older, and we did not know what we were getting into. In February, the Board approved a contract amount of \$1,007,500 and the change orders being reviewed tonight will increase contract amount to \$1,057,260.60. There are a number of items within this change order including the removal of sheetrock and additional asbestos. We will be bringing 1-2 more change orders to the Board at a later date having to do with ADA requirements. BC Wandel is doing a very good job managing costs on the job. This change order modifies the original contract by 4.9%.

Mr. Moretti asked if asbestos removal was originally factored into the remodel cost and Mr. Proteau replied this was, but additional removal in more areas was needed once they began working.

Motion moved by Mr. Howell to approve the requested change orders for the station 2 remodel and seconded by Mr. Gadoua.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

G. Review and Discussion on Resolution R-8: Approving Lease Financing Documents

Chief Veliquette noted we researched financing options to see if we should take out a loan for the station 2 remodel and hold onto our own reserves. We contacted both CSDA and Summit State Bank, and ultimately CSDAs rates were lowest. We ran quotes for four options – five and ten years at \$550K and \$1.1 million. These options were discussed with finance committee, and they felt a loan of \$550K for 10 years was the best option due to the payment being more affordable. Loan terms are one annual payment of \$70,690 at 4.35%. This loan will help us complete some other projects as well.

Chief Veliquette noted that Mr. Peterson asked about the lease to lease back on the loan, and this is essentially how a District finances real property. The lender takes the lease hold; hence property is held as collateral. Mr. Peterson commented that if we mortgaged this loan, we would have to get a vote from our taxpayers. This money is slated for construction and projects. The funds are deposited into a trust account, and we submit paperwork or receipts to show what the funds will be paying for. The reimbursement form is shown as Exhibit A in the lease agreement.

Should the Board approve this loan, our current cash reserves bookmarked for the project would be invested into another CD and loan funds would be withdrawn to pay the contractors. If the sales tax measure passes, we can repay the loan with those funds. If not, we will keep paying on the loan and will have the cash to utilize.

Once the Board authorizes the resolution and approves the lender request, they will make sure all paperwork is completed. Then it will be brought back to our Board President to sign and notarize. We will also have our legal counsel review the paperwork. Mr. Howell feels this is worth the money and all we would be out is documentation fee if the tax measure were to pass. Mr. Proteau agreed and said this funding could help pay for the much-needed fencing around station 2.

Motion moved by Mr. Gadoua to approve Resolution R-8 and seconded by Mr. Peterson.

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

Roll Call:

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

H. Discussion on Designating a Legislative Representative from the Board of Directors

Mr. Peterson noted that he has included a page of bullet points in Board packets noting who we should be working with for legislative matters. He feels we should assign a Board member to regularly interface with our legislators, supervisors and city council members, as well as their staff. As an entity, we do not have much clout with legislative bodies, and are instead doing this through larger organizations such

as the Sonoma County Fire Chiefs Association and the Sonoma County Special Districts Association. We could work alongside the other districts and produce lists of things we would like the legislators to do. Mr. Peterson would also like to see our legislators more comfortable coming to us for issues as they arise.

Mr. Hemmendinger said this role use to be filled by the Board Chairman but was more as someone who followed legislation but not necessarily interacting with them. Mrs. Bechtold commented that the recent formation of the Sonoma County Special Districts Association will help the District with more interaction with our legislators. The next quarterly meeting will be held on July 27 and Assemblymember Connolly will be the guest speaker.

The Board of Directors designated Mr. Peterson as the legislative representative for Rancho Adobe Fire District.

VIII. DIRECTION ON FUTURE AGENDA ITEMS

- Resolution for Prop 4 and parcel tax
- 1st reading of the revised fee schedule
- Change orders for station 2 remodel

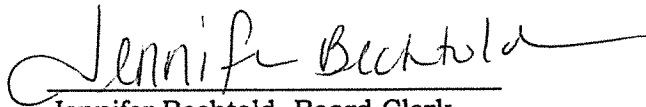
IX. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned at 8:03 p.m.

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

Motion Carried: Aye 7 No 0 Abstain 0 Absent 0

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

RATIFICATION OF WARRANTS AND PAYROLL

FOR THE REGULAR MEETING OF JULY 19, 2023

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

Regular Payable Checks:	\$847,438.70
Payroll Checks:	\$ 84,575.39
Total All Disbursements:	\$932,014.09

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.

Jennifer Bechtold

Clerk of the Board

7-13-23

Date


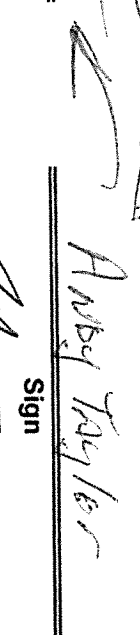
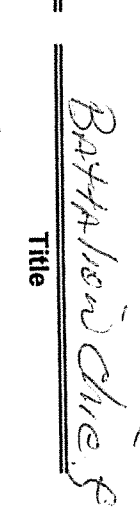
Rancho Adobe Fire Protection District
Check Detail

June 28, 2023
Name

Type	Num	Date	Account	Paid Amount
ACH	ACH	06/28/2023	1035 · Summit State Bank - Operating	-26,152.32
			5923 · CalPERS	-26,152.32
ACH	ACH	06/28/2023	1035 · Summit State Bank - Operating	-1,938.14
			5923 · CalPERS	-1,938.14
ACH	ACH	06/28/2023	1035 · Summit State Bank - Operating	-48,254.93
			5923 · CalPERS	-48,254.93
ACH	ACH	06/28/2023	1035 · Summit State Bank - Operating	-4,680.00
			5923 · CalPERS	-4,680.00
Bill Pmt -Check	5703	06/28/2023	1035 · Summit State Bank - Operating	-3,550.00
Bill	June 2023	06/28/2023	5910 · Full-Time Personnel	-3,550.00

TOTAL CHECKS ISSUED: 84,575.39

Authorized By:

		
Print Name	Sign	Title
John Verano	Andy Taylor	Battalion Chief
Print Name	Sign	Title
		Fire Chief

Rancho Adobe Fire Protection District
Check Detail

June 30, 2023

Type	Num	Date	Account	Paid Amount
Bill Pmt -Check	5735	06/30/2023	1035 · Summit State Bank - Operating	
Bill	Inv#1155	06/30/2023	9510 · Building Improvements	-6,265.65
Bill Pmt -Check	5736	06/30/2023	1035 · Summit State Bank - Operating	
Bill	Inv# 57488	06/30/2023	6889 · Computer Software and Equipment	-950.00
Bill Pmt -Check	5737	06/30/2023	1035 · Summit State Bank - Operating	
Bill	Inv#28009273/28009520	06/30/2023	6260 · Medical Supplies	-228.60
Bill Pmt -Check	5738	06/30/2023	1035 · Summit State Bank - Operating	
Bill	Inv#0111048	06/30/2023	7201 · Fuel	-1,650.14
Bill Pmt -Check	5739	06/30/2023	1035 · Summit State Bank - Operating	
Bill	Acct#P-549/P-554	06/30/2023	7320 · Utilities	-204.54
Bill Pmt -Check	5740	06/30/2023	1035 · Summit State Bank - Operating	
Bill	Acct# 9968553761-7	06/30/2023	7320 · Utilities	-936.82

27

Rancho Adobe Fire Protection District

Check Detail

June 30, 2023

28

Bill Pmt - Check	5741	06/30/2023	UMPQUA BANK	1035 - Summit State Bank - Operating	-29,003.49
Bill	June Visa	06/30/2023		Umpqua Bank Credit Card	-29,003.49
Bill Pmt - Check	5742	06/30/2023	WESLEY RAGER	1035 - Summit State Bank - Operating	-1,290.00
Bill	Reimburse Classes	06/30/2023		7120 - Training Expense	-1,290.00

TOTAL CHECKS ISSUED: 40,529.24

Authorized By:

Teri Luquette

 Print Name
Brian Proctor

 Print Name

[Signature]

 Sign
Brian Proctor

 Sign

Art Carr

 Title
Director

 Title

Rancho Adobe Fire Protection District
Check Detail
July 3, 2023

29

Type	Num	Date	Account	Paid Amount
Check		07/03/2023	BANK OF MARIN 1035 · Summit State Bank - Operating	
			7910 · Long Term Loan-Principal	-14,220.66
			7930 · Long Term Loan-Interest	-1,708.54
				<u>-15,929.20</u>
Bill Pmt -Check	5723	07/03/2023	AMERICAN RIVER BENEFIT ADMINISTRATOR 1035 · Summit State Bank - Operating	
Bill	July 2023	07/03/2023	5933 · Life Insurance	-347.10
				<u>-347.10</u>
Bill Pmt -Check	5724	07/03/2023	BILL ADAMS 1035 · Summit State Bank - Operating	
Bill	July-Sept 2023	07/03/2023	5936 · Retiree Insurance	-900.00
				<u>-900.00</u>
Bill Pmt -Check	5725	07/03/2023	COMMUNITY VOICE 1035 · Summit State Bank - Operating	
Bill	Inv# 20014	07/03/2023	6800 · Public Legal Notices	-249.00
				<u>-249.00</u>
Bill Pmt -Check	5726	07/03/2023	CYPRESS DENTAL ADMINISTRATORS 1035 · Summit State Bank - Operating	
Bill	July 2023	07/03/2023	5932 · Dental Insurance	-2,628.85
				<u>-2,628.85</u>
Bill Pmt -Check	5727	07/03/2023	DUANE L. HARRIS 1035 · Summit State Bank - Operating	
Bill	July-Sept 2023	07/03/2023	5936 · Retiree Insurance	-900.00
				<u>-900.00</u>

Rancho Adobe Fire Protection District
Check Detail
July 3, 2023

30

Bill Pmt -Check	5728	07/03/2023	KAISER PERMANENTE	1035 · Summit State Bank - Operating	
Bill	July 2023	07/03/2023		5930 · Health Insurance	-29,153.00
					<hr/>
					-29,153.00
Bill Pmt -Check	5729	07/03/2023	LARRY MARTINEZ	1035 · Summit State Bank - Operating	
Bill	July-Sept 2023	07/03/2023		5936 · Retiree Insurance	-900.00
					<hr/>
					-900.00
Bill Pmt -Check	5730	07/03/2023	SONOMA COUNTY ACTTC OFFICE - LAFCCO	1035 · Summit State Bank - Operating	
Bill	FY 23/24	07/03/2023		6587 · LAFCCO	-6,961.00
					<hr/>
					-6,961.00
Bill Pmt -Check	5731	07/03/2023	SPECIAL DISTRICTS RISK MANAGEMENT AU 1035 · Summit State Bank - Operating		
Bill	Inv#739937/3563	07/03/2023		6100 · Property & Liability Insurance	-253,440.50
				5940 · Workers Compensation	-242,020.45
					<hr/>
					-495,460.95
Bill Pmt -Check	5732	07/03/2023	STANDARD INSURANCE COMPANY	1035 · Summit State Bank - Operating	
Bill	July 2023	07/03/2023		5931 · Disability Insurance	-841.00
					<hr/>
					-841.00
Bill Pmt -Check	5733	07/03/2023	TARGETSOLUTIONS LEARNING, LLC	1035 · Summit State Bank - Operating	
Bill	Inv# 76260	07/03/2023		6889 · Computer Software and Equipment	-3,560.00
					<hr/>
					-3,560.00

Rancho Adobe Fire Protection District

Check Detail

July 3, 2023

Bill Pmt -Check

5734

07/03/2023

VISION SERVICE PLAN

1035 - Summit State Bank - Operating

Bill July 2023

07/03/2023

5934 - Vision Insurance

-396.43
-396.43

TOTAL CHECKS ISSUED: 558,226.53

Authorized By:

Teri Verduyn

Print Name

Herbert R. Mandel

Print Name

AM

Sign

M Mandel

Sign

File Clerk

Title

Richardson Clark

Title

Rancho Adobe Fire Protection District
Check Detail
June 30, 2023
Name

33

Type	Num	Date	Account	Paid Amount
Bill Pmt -Check	5704	06/30/2023	1035 · Summit State Bank - Operating	
	Inv# 308403	06/30/2023	6140 · Equipment Maintenance	-1,513.86
Bill Pmt -Check	5705	06/30/2023	1035 · Summit State Bank - Operating	
	Inv# 967618	06/30/2023	6610 · Legal Services	-55.00
Bill Pmt -Check	5706	06/30/2023	1035 · Summit State Bank - Operating	
	Inv# 8123602	06/30/2023	6400 · Office Supplies	-161.65
Bill Pmt -Check	5707	06/30/2023	1035 · Summit State Bank - Operating	
	Inv# 1146	06/30/2023	9510 · Building Improvements	-8,830.00
Bill Pmt -Check	5708	06/30/2023	1035 · Summit State Bank - Operating	
	Inv# 65551	06/30/2023	6022 · Safety Clothing	-615.60
Bill Pmt -Check	5709	06/30/2023	1035 · Summit State Bank - Operating	
	Inv# 1407669	06/30/2023	6080 · Household Expense	-59.13
Bill Pmt -Check	5710	06/30/2023	1035 · Summit State Bank - Operating	
	Invoice #2	06/30/2023	9510 · Building Improvements	-175,201.08
				-175,201.08

2:14 PM
06/30/23

Rancho Adobe Fire Protection District
Check Detail

June 30, 2023

Bill	Inv#	Date	Company	Account	Amount
Bill Pmt -Check	5711	06/30/2023	H AND S ASSOCIATES	1035 · Summit State Bank - Operating	-1,137.50
Bill	Inv# 1374	06/30/2023		6590 · Contracted FM Services	-1,137.50
Bill Pmt -Check	5712	06/30/2023	IMAGE TREND	1035 · Summit State Bank - Operating	-2,870.04
Bill	Inv# 143483	06/30/2023		6889 · Computer Software and Equipment	-2,870.04
Bill Pmt -Check	5713	06/30/2023	INTERCARE HOLDINGS INSURANCE SERVICES	1035 · Summit State Bank - Operating	-3,724.20
Bill	Refund Rania Overpmt	06/30/2023		4100 · Workers Comp. Reimbursement	-3,724.20
Bill Pmt -Check	5714	06/30/2023	INTERSTATE ALL BATTERY CENTER	1035 · Summit State Bank - Operating	-1,195.99
Bill	Inv# 505198	06/30/2023		6155 · Apparatus Maintenance	-1,195.99
Bill Pmt -Check	5715	06/30/2023	LN CURTIS & SONS	1035 · Summit State Bank - Operating	-9,536.12
Bill	Mult Invoices	06/30/2023		6881 · Safety Equipment	-1,025.05
				6022 · Safety Clothing	-10,561.17
Bill Pmt -Check	5716	06/30/2023	PENNGROVE WATER CO	1035 · Summit State Bank - Operating	-648.65
Bill	April-June 2023 Hyd.	06/30/2023		7320 · Utilities	-648.65
Bill Pmt -Check	5717	06/30/2023	PG&E	1035 · Summit State Bank - Operating	-1,780.59
Bill	Mult Accts	06/30/2023		7320 · Utilities	-1,780.59

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**Rancho Adobe Fire Protection District
Check Detail
June 30, 2023**

Bill Pmt -Check	5718	06/30/2023	SMOTHERS	1035 - Summit State Bank - Operating	-1,000.32
Bill	Inv# 801282/803076	06/30/2023		6155 - Apparatus Maintenance	-1,000.32
Bill Pmt -Check	5719	06/30/2023	SONOMA COUNTY WATER AGENCY	1035 - Summit State Bank - Operating	-320.00
Bill	Inv# WTR-00003016	06/30/2023		6823 - Rental Hydrants/Water	-320.00
Bill Pmt -Check	5720	06/30/2023	STRATA a/p. INC.	1035 - Summit State Bank - Operating	-1,256.75
Bill	Inv#7103/7104	06/30/2023		9510 - Building Improvements	-1,256.75
Bill Pmt -Check	5721	06/30/2023	TO THE POINT POLYGRAPH	1035 - Summit State Bank - Operating	-650.00
Bill	Inv# 415	06/30/2023		6605 - Hiring Expense	-650.00
Bill Pmt -Check	5722	06/30/2023	UNITED RENTALS	1035 - Summit State Bank - Operating	-1,752.50
Bill	Inv# 218096043-004	06/30/2023		6181 - Station Maintenance for Remodel	-1,752.50

TOTAL CHECKS ISSUED: 213,334.03

Authorized By:

Tess Verduarte

 Print Name
Herbert R. Arnold

 Print Name

HR

 Sign
Herbert R. Arnold

 Sign

Mike Chua

 Title
Estimator Chief

 Title

Rancho Adobe Fire Protection District
Check Detail

June 15, 2023
Name

Type	Num	Date	Account	Paid Amount
Bill Pmt -Check	5686	06/15/2023	1035 · Summit State Bank - Operating	
Inv# 91609709			6180 · Building Maintenance	-702.65
Bill Pmt -Check	5687	06/15/2023	1035 · Summit State Bank - Operating	
Inv# 9391035608/939103560			6040 · Communications	-210.09
Bill Pmt -Check	5688	06/15/2023	1035 · Summit State Bank - Operating	
Inv# 8082084			6400 · Office Supplies	-148.46
Bill Pmt -Check	5689	06/15/2023	1035 · Summit State Bank - Operating	
Inv# 57216			6889 · Computer Software and Equipment	-950.00
Bill Pmt -Check	5690	06/15/2023	1035 · Summit State Bank - Operating	
Inv# 711046			6022 · Safety Clothing	-1,286.79
Bill Pmt -Check	5691	06/15/2023	1035 · Summit State Bank - Operating	
Inv# CAESP5080			6020 · Uniforms	-4,050.22

Rancho Adobe Fire Protection District
Check Detail
June 15, 2023

38

Bill Pmt -Check	5692	06/15/2023	FISHMAN SUPPLY CO	1035 · Summit State Bank - Operating	
Bill	Inv# 1402687 2UN2778	06/15/2023		6080 · Household Expense	-75.78
Bill Pmt -Check	5693	06/15/2023	KAISER (OCCUPATIONAL HEALTH)	1035 · Summit State Bank - Operating	
Bill	G#320901054043	06/15/2023		6650 · Health Services	-135.00
Bill Pmt -Check	5694	06/15/2023	LIFE ASSIST	1035 · Summit State Bank - Operating	
Bill	Inv#1331027	06/15/2023		6260 · Medical Supplies	-127.43
Bill Pmt -Check	5695	06/15/2023	LINDA M. SUVVOY INVESTIGATIONS	1035 · Summit State Bank - Operating	
Bill	Tedrick	06/15/2023		6605 · Hiring Expense	-1,400.00
Bill Pmt -Check	5696	06/15/2023	MATHESON TRI-GAS INC.	1035 · Summit State Bank - Operating	
Bill	Mult Invs	06/15/2023		6260 · Medical Supplies	-198.59
Bill Pmt -Check	5697	06/15/2023	NICK BARBIERI TRUCKING INC.	1035 · Summit State Bank - Operating	
Bill	Inv# 0118555-IN	06/15/2023		7201 · Fuel	-1,601.10
Bill Pmt -Check	5698	06/15/2023	PENNGROVE WATER CO	1035 · Summit State Bank - Operating	
Bill	Accts#P-549/P-554	06/15/2023		7320 · Utilities	-214.40

Rancho Adobe Fire Protection District
Check Detail
June 15, 2023

39

Bill Pmt -Check	5699	06/15/2023	PG&E	1035 - Summit State Bank - Operating	
Bill	Mult Accts	06/15/2023		7320 - Utilities	-2,121.79
Bill Pmt -Check	5700	06/15/2023	SMOTHERS	1035 - Summit State Bank - Operating	-2,121.79
Bill	Inv# 799415	06/15/2023		6155 - Apparatus Maintenance	-394.13
Bill Pmt -Check	5701	06/15/2023	UMPQUA BANK	1035 - Summit State Bank - Operating	-394.13
Bill	May 2023 Visa	06/15/2023		Umpqua Bank Credit Card	-21,550.19
Bill Pmt -Check	5702	06/15/2023	WELLS FARGO VENDOR FIN SERVICES	1035 - Summit State Bank - Operating	-21,550.19
Bill	Inv#5025243377	06/15/2023		6820 - Rent/Lease Equipment	-182.28
					-182.28
TOTAL CHECKS ISSUED:					35,348.90

Authorized By:

Andy Taylor

Print Name
Herbert R. Bader 1

Print Name

AB

Sign
Herbert R. Bader

Sign

Bethelton Chief

Title
Bethelton Chief

Title



UMPQUA BANK

BL ACCT 00002716-10000000
RANCHO ADOBE FIRE DIST
Account Number: #####-####-6068
Page 1 of 5



Account Summary

Billing Cycle		06/30/2023
Days In Billing Cycle		30
Previous Balance		\$21,550.19
Purchases	+	\$29,003.49
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$21,550.19-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$29,003.49

Credit Summary

Total Credit Line	\$250,000.00
Available Credit Line	\$220,996.51
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	\$29,003.49
MINIMUM PAYMENT	\$29,003.49
PAYMENT DUE DATE	07/25/2023

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				\$21,550.19-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
06/20	06/20	0000000LBX2306204922006	PAYMENT - THANK YOU	\$21,550.19-

Cardholder Account Summary

VIRTUAL ACCT BECHTOLD ##### 6806	Payments & Other Credits \$0.00	Purchases & Other Charges \$8,757.27	Cash Advances \$0.00	Total Activity \$8,757.27
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/01	06/02	PPLN01	24755423152281524596700	PRIMO WATER FL 800-7285508 FL	\$134.82
06/01	06/04	PPLN01	24275393153051420495025	147-Penngrove Station M 707-6649200 CA	\$240.00
06/08	06/08	PPLN01	24692163159104015435280	PETERSON TRUCKS SR 707-576-1616 CA	\$191.53
06/07	06/08	PPLN01	24492153159027469211860	MISSION LINEN 805-963-1841 CA	\$103.85

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



UMPQUA BANK

Account Number

6068

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date

06/30/23

New Balance

\$29,003.49

Total Minimum Payment Due

\$29,003.49

Payment Due Date

07/25/23

\$

29,003.49

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

e-Statement



42479

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 Middle First

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
06/09	06/09	PPLN01	24692163160104784344470	PETERSON TRUCKS SR 707-576-1616 CA	\$4,600.02
06/11	06/11	PPLN01	24692163162106545116731	COMCAST CALIFORNIA 800-COMCAST CA	\$541.89
06/10	06/11	PPLN01	24692163161105655548288	PETERSON TRUCKS SR 707-576-1616 CA	\$66.77
06/09	06/11	PPLN01	24692163160105266071804	AMZN Mktp US*KX1U65YO3 Amzn.com/bill WA	\$43.39
06/11	06/12	PPLN01	24692163162106678365493	VZWRLSS*APOCC VISB 800-922-0204 FL	\$166.31
06/11	06/12	PPLN01	24692163162106678365501	VZWRLSS*APOCC VISB 800-922-0204 FL	\$157.03
06/12	06/13	PPLN01	24692163163107798324161	AMZN Mktp US*3E5O19CI3 Amzn.com/bill WA	\$640.73
06/13	06/14	PPLN01	24692163164108460067830	BUSINESS.APPLE.COM 800-275-2273 CA	\$0.29
06/19	06/20	PPLN01	24692163170103048542406	AMZN Mktp US*FF4XV6573 Amzn.com/bill WA	\$642.49
06/20	06/20	PPLN01	24692163171103727320891	GOOGLE *YouTube TV g.co/helppay# CA	\$102.98
06/20	06/21	PPLN01	24941663171206013718989	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$113.33
06/20	06/21	PPLN01	24941663171206013735918	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$270.20
06/20	06/21	PPLN01	24941663171206013735926	RECOLOGY SONOMA MARIN 415-875-1000 CA	\$260.53
06/23	06/25	PPLN01	24055233175812417993787	ATT* BILL PAYMENT 800-331-0500 TX	\$377.26
06/23	06/25	PPLN01	24492153175027430260392	MISSION LINEN 805-963-1841 CA	\$103.85

Cardholder Account Summary					
JAMES DEURLOO ##### 6118		Payments & Other Credits \$0.00	Purchases & Other Charges \$311.21	Cash Advances \$0.00	Total Activity \$311.21

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/16	06/18	PPLN01	24137463168200270932759	OFFICE DEPOT #2256 ROHNERT PARK CA	\$130.79
06/18	06/19	PPLN01	24692163169102450048905	CHEVRON 0212047 COTATI CA	\$87.90
06/28	06/30	PPLN01	24427333180710001682505	ROTTEN ROBBIE #62 SEBASTOPOL CA	\$92.52

Cardholder Account Summary					
PETE ALBINI ##### 6134		Payments & Other Credits \$0.00	Purchases & Other Charges \$402.90	Cash Advances \$0.00	Total Activity \$402.90

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/19	06/20	PPLN01	24692163170103531870819	CHEVRON 0212047 COTATI CA	\$59.33
06/21	06/23	PPLN01	24316053173548668440420	SHELL OIL 57444218606 ROHNERT PARK CA	\$95.29
06/28	06/29	PPLN01	24692163179100670489519	LOWES #01901* COTATI CA	\$36.64
06/27	06/29	PPLN01	24316053179548580654490	SHELL OIL 57444218606 ROHNERT PARK CA	\$81.06
06/29	06/30	PPLN01	24034543180003382016108	76 - PETALUMA 88 INC PETALUMA CA	\$130.58

Cardholder Account Summary					
TIM CALDWELL ##### 2629		Payments & Other Credits \$0.00	Purchases & Other Charges \$522.51	Cash Advances \$0.00	Total Activity \$522.51

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/05	06/06	PPLN01	24755423157121573731821	FASTSIGNS 67001 707-9817350 CA	\$209.54
06/22	06/25	PPLN01	24003413174900018978380	COTATI HARDWARE COTATI CA	\$30.72
06/26	06/27	PPLN01	24431053177838000010031	PETALUMA AUTO PARTS PETALUMA CA	\$21.67
06/26	06/27	PPLN01	24717053178151780157434	HENRY CURTIS FORD PETALUMA CA	\$115.74
06/27	06/28	PPLN01	24431053178838000010113	PETALUMA AUTO PARTS PETALUMA CA	\$10.94
06/28	06/30	PPLN01	24323003180400671000238	SONOMA SOURDOUGH SANDWIC PETALUMA CA	\$133.90

Cardholder Account Summary

ERIC GROMALA #### ## 1484	Payments & Other Credits \$0.00	Purchases & Other Charges \$22.55	Cash Advances \$0.00	Total Activity \$22.55
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/07	06/08	PPLN01	24492153158719363715563	RANEY'S LLC 352-789-6701 FL	\$22.55

Cardholder Account Summary

HERB WANDEL #### ## 4009	Payments & Other Credits \$0.00	Purchases & Other Charges \$14,427.00	Cash Advances \$0.00	Total Activity \$14,427.00
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/07	06/08	PPLN01	24692163159104005883259	PEETS 15902 PETALUMA CA	\$30.95
06/08	06/09	PPLN01	24801973159726422561439	COAST COUNTIES PETERBILT 7078372727 CA	\$180.96
06/09	06/11	PPLN01	24137463161200247871194	AUTOZONE #4014 ROHNERT PARK CA	\$12.52
06/11	06/12	PPLN01	24692163162107031329028	CHEVRON 0212047 COTATI CA	\$107.99
06/18	06/19	PPLN01	24692163169102640222626	CHEVRON 0212047 COTATI CA	\$84.90
06/19	06/20	PPLN01	24692163170103378069723	SQ *LAND REVISION gosq.com CA	\$530.00
06/22	06/23	PPLN01	24801973174400825001317	MEAD CLARK LUMBER CO. SANTA ROSA CA	\$143.92
06/23	06/25	PPLN01	24801973175608760689216	FRIEDMANS HOME IMPROVEME SANTA ROSA CA	\$366.37
06/25	06/25	PPLN01	24692163176107659705347	CHEVRON 0212047 COTATI CA	\$87.13
06/25	06/26	PPLN01	24801973176608610402866	FRIEDMANS HOME IMPROVEME PETALUMA CA	\$34.37
06/27	06/27	PPLN01	24692163178109247496338	PETERSON TRUCKS SR 707-576-1616 CA	\$10,166.61
06/27	06/28	PPLN01	24492793178118000185448	COUNTY OF SONOMA 650-6222200 CA	\$2,681.28

Cardholder Account Summary

JEFF VELIQUETTE #### ## 8935	Payments & Other Credits \$0.00	Purchases & Other Charges \$438.55	Cash Advances \$0.00	Total Activity \$438.55
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/02	06/05	PPLN01	24435243155030084734517	JAVAMORE CAFE PENNGROVE CA	\$12.26
06/05	06/06	PPLN01	24692163156102296654747	CHEVRON 0091912 ROHNERT PARK CA	\$128.09
06/05	06/06	PPLN01	24055233157400750000212	OIL STOP 2 ROHNERT PARK CA	\$101.66
06/14	06/16	PPLN01	24034543166001726384636	SPEEDWAY 5124 COTATI CA	\$127.07
06/15	06/18	PPLN01	24435243167030041808624	JAVAMORE CAFE PENNGROVE CA	\$16.55
06/20	06/21	PPLN01	24801973172400332000309	REDWOOD CAFE COTATI CA	\$52.92

Cardholder Account Summary

JENNIFER BECHTOLD #### ## 5900	Payments & Other Credits \$0.00	Purchases & Other Charges \$792.82	Cash Advances \$0.00	Total Activity \$792.82
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/01	06/02	PPLN01	24492163152000052195234	GETSTREAMLINE.COM WEB WWW.GETSTREAM CA	\$200.00
06/01	06/02	PPLN01	24137463153001774550783	USPS PO 0559220601 PENNGROVE CA	\$17.55
06/07	06/07	PPLN01	24692163158103290304477	DCU*YOUR CHECK ORDER 800-844-2843 MN	\$314.61
06/11	06/12	PPLN01	24692163162107039040130	AMZN Mktg US*EW4JD6SP3 Amzn.com/bill WA	\$5.20
06/15	06/16	PPLN01	24137463167001617805562	USPS PO 0559220601 PENNGROVE CA	\$68.60
06/23	06/25	PPLN01	24492153174745789594423	VISTAPRINT 866-207-4955 MA	\$36.86
06/22	06/25	PPLN01	24765183174030026347647	HIRE IMAGE 401-490-2202 RI	\$150.00

Cardholder Account Summary				
RENE TORRES ##### 4930	Payments & Other Credits \$0.00	Purchases & Other Charges \$21.21	Cash Advances \$0.00	Total Activity \$21.21

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/09	06/11	PPLN01	24000973160938902716195	THE UPS STORE 2795 707-4802800 CA	\$16.86
06/09	06/12	PPLN01	24003413162900017665560	COTATI HARDWARE COTATI CA	\$4.35

Cardholder Account Summary				
ANDY TAYLOR ##### 7877	Payments & Other Credits \$0.00	Purchases & Other Charges \$3,307.47	Cash Advances \$0.00	Total Activity \$3,307.47

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/03	06/04	PPLN01	24435653154206181901792	IDEN TRUST SERVICES, LLC 415-486-2900 UT	\$445.00
06/04	06/05	PPLN01	24692163155101383262167	LOWES #01901* COTATI CA	\$74.13
06/04	06/05	PPLN01	24034543155000496234693	76 - PETALUMA 88 INC PETALUMA CA	\$73.17
06/10	06/11	PPLN01	24430993161083336825903	DMI* DELL BUS ONLINE 800-456-3355 TX	\$1,501.62
06/09	06/11	PPLN01	24055233161091008490505	WILCO FARM STORE PETALUMA CA	\$74.42
06/10	06/12	PPLN01	24692163162106676154139	LOWES #01901* COTATI CA	\$35.02
06/10	06/12	PPLN01	24137463162101005703562	OFFICE DEPOT #2256 ROHNERT PARK CA	\$43.53
06/13	06/14	PPLN01	24692163164108443562352	APPLE.COM/BILL 866-712-7753 CA	\$9.99
06/15	06/16	PPLN01	24055233167091008517053	WILCO FARM STORE PETALUMA CA	\$8.86
06/14	06/16	PPLN01	24316053166548811099494	SHELL OIL 57444218606 ROHNERT PARK CA	\$102.41
06/15	06/18	PPLN01	24943013167010191057208	THE HOME DEPOT #0641 ROHNERT PARK CA	\$3.79
06/26	06/27	PPLN01	24055233178091008569267	WILCO FARM STORE PETALUMA CA	\$43.78
06/26	06/27	PPLN01	24034543177002994802678	76 - PETALUMA 88 INC PETALUMA CA	\$112.13
06/27	06/28	PPLN01	24692163178109377229848	VZWRLSS*MY VZ VB P 800-922-0204 FL	\$124.20
06/27	06/28	PPLN01	24034543178003124679407	76 - PETALUMA 88 INC PETALUMA CA	\$87.55
06/28	06/29	PPLN01	24943003180898002010091	COSTCO WHSE #0659 ROHNERT PARK CA	\$234.33
06/28	06/29	PPLN01	24164073179069100848877	FEDEX OFFIC10900010900 ROHNERT PARK CA	\$333.54

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	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$29,003.49
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** 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

BUDGET REPORTS

RANCHO ADOBE FIRE PROTECTION DISTRICT
YEAR TO DATE BUDGET REPORT
June 30, 2023

REVENUES - OPERATING BUDGET

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '22 - '23'	JUNE REVENUES	FY REVENUE TO 6/30/23	BALANCE REMAINING	BALANCE REMAINING (%)
1000	Property Taxes	\$ 4,235,000.00	\$ -	\$ 4,122,764.48	\$ 112,235.52	2.65%
1001	CY Direct Charges	\$ 2,212,000.00	\$ -	\$ 2,087,723.16	\$ 124,276.84	5.62%
1007	CY Direct Charges-July	\$ -	\$ -	\$ -	\$ -	
1008	RDA Increment - Credited amount of ad valorem taxes to Petaluma and Cotati redevelopment districts	\$ 192,000.00	\$ -	\$ (772,732.57)	\$ 964,732.57	502.46%
1011	Property Tax Administration Fee	\$ (35,000.00)	\$ -	\$ (39,287.54)	\$ 4,287.54	-12.25%
1014	RDA Increment	\$ -	\$ -	\$ 4,787.79	\$ (4,787.79)	
1015	RDA Pass-Through	\$ -	\$ -	\$ 508,047.76	\$ (508,047.76)	
1016	RDA Allocation	\$ -	\$ -	\$ 67,106.00	\$ (67,106.00)	
1017	Residual Property Tax (RDA Escrow Acct)	\$ -	\$ -	\$ -	\$ -	
1018	Property Tax - RDA Asset Distribution	\$ -	\$ -	\$ 235,277.54	\$ (235,277.54)	
1020	CY Supplemental Tax	\$ 105,000.00	\$ -	\$ 59,749.68	\$ 45,250.32	43.10%
1040	Unsecured Property Taxes	\$ 130,000.00	\$ -	\$ 125,163.93	\$ 4,836.07	3.72%
1042	Cost Reimbursement - Collect	\$ -	\$ -	\$ -	\$ -	
1044	Unsecured Property Taxes - July	\$ -	\$ -	\$ -	\$ -	
1060	Property Taxes - PY Secured	\$ -	\$ -	\$ -	\$ -	
1061	PY Direct Charges	\$ 15,000.00	\$ -	\$ 20,937.10	\$ (5,937.10)	-39.58%
1080	Property Taxes	\$ -	\$ -	\$ -	\$ -	
1100	Property Taxes - PY Unsecured	\$ -	\$ -	\$ -	\$ -	
1120	Property Tax Receivable	\$ -	\$ -	\$ -	\$ -	
	TOTAL PROPERTY TAXES	\$ 6,854,000.00	\$ -	\$ 6,419,537.33	\$ 434,462.67	6.34%
1700	Interest on Pooled Cash	\$ 4,000.00	\$ 7,109.23	\$ 78,612.77	\$ (74,612.77)	-1865.32%
1701	Interest Earned (on early payments of Prop. Taxes)		\$ -	\$ -	\$ -	
	TOTAL USE OF PROPERTY	\$ 4,000.00	\$ 7,109.23	\$ 78,612.77	\$ (74,612.77)	-1865.32%
2081	State - Highway Rentals	\$ -	\$ -	\$ -	\$ -	
2404	State Reimbursements	\$ -	\$ -	\$ 83.15	\$ (83.15)	
2440	HOPTR	\$ 22,000.00	\$ -	\$ 10,381.02	\$ 11,618.98	52.81%
2500	State - Other (Grant Revenue)	\$ -	\$ -	\$ -	\$ -	
2589	State Refunds - Strike Teams	\$ 350,000.00	\$ -	\$ 512,010.08	\$ (162,010.08)	-46.29%
	TOTAL INTERGOV. REVENUES	\$ 372,000.00	\$ -	\$ 522,474.25	\$ (150,474.25)	-40.45%
3600	Misc. charges for Services - Fire Marshal Services	\$ 4,000.00	\$ 1,641.50	\$ 28,357.33	\$ (24,357.33)	-608.93%
3601	Finance Charges/Late Fees	\$ 4,000.00	\$ -	\$ 3,975.52	\$ 24.48	0.61%
3641	Fire Services - Casino Contract	\$ 180,048.00	\$ 45,012.00	\$ 250,060.00	\$ (70,012.00)	-38.89%
3661	Fire Control Services - Cost Recovery	\$ 20,000.00	\$ 2,988.30	\$ 25,120.66	\$ (5,120.66)	-25.60%
3665	Ambulance Service	\$ 17,000.00	\$ -	\$ 33,600.16	\$ (16,600.16)	-97.65%
3670	Weed Abatement	\$ 4,000.00	\$ -	\$ 21,836.00	\$ (17,836.00)	-445.90%
3682	City Contracts (RP Auto Aid)	\$ 37,500.00	\$ -	\$ 41,358.15	\$ (3,858.15)	-10.29%
3700	Copy file fee	\$ 500.00	\$ 70.00	\$ 330.00	\$ 170.00	34.00%
3980	Revenue Applicable to PY	\$ -	\$ -	\$ -	\$ -	
	TOTAL CHARGES FOR SERVICES	\$ 267,048.00	\$ 49,711.80	\$ 404,637.82	\$ (137,589.82)	-51.52%
4000	Unspent Funds from Previous Fiscal Year	\$ -	\$ -	\$ -	\$ -	0.00%
4010	Transfer to/from Reserves	\$ -	\$ -	\$ -	\$ -	0.00%
4040	Misc. Revenue	\$ 10,000.00	\$ 4,896.00	\$ 34,377.14	\$ (24,377.14)	-243.77%
4100	Workers' compensation reimbursement	\$ -	\$ 33,566.21	\$ 88,931.21	\$ (88,931.21)	
4102	Donations or reimbursements	\$ -	\$ -	\$ 338.28	\$ (338.28)	
4109	Refunded Checks, outdated warrants	\$ -	\$ -	\$ -	\$ -	
	TOTAL MISC. REVENUES	\$ 10,000.00	\$ 38,462.21	\$ 123,646.63	\$ (113,646.63)	-1136.47%
	REVENUE TOTAL:	\$ 7,507,048.00	\$ 95,283.24	\$ 7,548,908.80	\$ (41,860.80)	-0.56%

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

EXPENDITURES - OPERATING BUDGET

SUB-OBJ.		BUDGETED FOR FY '22 - 23'	JUNE EXPENSE	FY EXPENSE TO 6/30/23	BALANCE REMAINING	BALANCE REMAINING (%)
5910	Perm. Positions	3,100,000.00	360,431.65	3,102,419.32	\$ (2,419.32)	-0.08%
5911	Extra help: part time employees, non-benefited. Paid hourly	386,000.00	10,810.80	267,415.89	\$ 118,584.11	30.72%
5912	Overtime	651,000.00	86,662.99	783,199.34	\$ (132,199.34)	-20.31%
5914	FLSA	95,000.00	6,808.15	82,370.07	\$ 12,629.93	13.29%
5918	BLS Ambulance Staff	4,000.00	0.00	4,575.00	\$ (575.00)	-14.38%
5922	FICA	5,300.00	0.00	(2,756.91)	\$ 8,056.91	152.02%
5923	PERS contributions, Employee + Employer paid contributions	550,000.00	38,583.08	594,304.04	\$ (44,304.04)	-8.06%
5924	Medicare	61,100.00	6,543.25	59,844.66	\$ 1,255.34	2.05%
5930	Health Insurance	607,000.00	0.00	521,056.85	\$ 85,943.15	14.16%
5931	Disability Insurance	11,000.00	0.00	10,092.00	\$ 908.00	8.25%
5932	Dental Insurance	32,000.00	(84.72)	29,468.89	\$ 2,531.11	7.91%
5933	Life Insurance	5,000.00	0.00	4,107.35	\$ 892.65	17.85%
5934	Vision Insurance	5,000.00	(13.67)	4,852.85	\$ 147.15	2.94%
5935	Unemployment Insurance	6,000.00	20.66	4,121.60	\$ 1,878.40	31.31%
5936	Retiree Health Insurance	16,200.00	0.00	16,200.00	\$ -	0.00%
5940	Workers' Compensation	190,000.00	0.00	209,008.23	\$ (19,008.23)	-10.00%
	TOTAL WAGES/BENEFITS:	\$ 5,724,600.00	\$ 509,762.19	\$ 5,690,279.18	\$ 34,320.82	0.60%
6020	Uniforms including paid and volunteers staff pants, shirts, station boots, badges, collar pins, name tags and business cards	32,000.00	4,050.22	24,480.32	\$ 7,519.68	23.50%
6022	Safety Clothing: turnouts, including boots	90,000.00	3,325.02	70,478.79	\$ 19,521.21	21.69%
6040	Communications including telephone, cable, internet, cell phones	25,000.00	3,146.79	28,135.66	\$ (3,135.66)	-12.54%
6045	Pagers and Radios	51,000.00	(5,319.36)	52,895.14	\$ (1,895.14)	-3.72%
6060	Food - at extended responses, approved meetings, examinations and trainings.	3,000.00	383.42	2,020.43	\$ 979.57	32.65%
6080	Household expenses - Fishman Supply; detergent, towels etc.	13,000.00	809.89	12,070.56	\$ 929.44	7.15%
6100	Liability Insurance	213,291.00	0.00	215,094.91	\$ (1,803.91)	-0.85%
6140	Equipment Maintenance: Office equipment and tool repair.	12,000.00	1,594.48	8,193.40	\$ 3,806.60	31.72%
6150	Bad Debt Expense (write off of old cost recovery invoices)	11,000.00	0.00	7,082.13	\$ 3,917.87	35.62%
6155	Apparatus Maintenance	60,000.00	20,123.10	58,229.94	\$ 1,770.06	2.95%
6165	SCBA Maintenance	3,500.00	0.00	4,169.83	\$ (669.83)	-19.14%
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	24,000.00	2,476.59	34,380.04	\$ (10,380.04)	-43.25%
6181	Station Maint related to remodel	0.00	1,802.85	15,465.22	\$ (15,465.22)	#DIV/0!
6260	Medical / Lab supply - O2, latex gloves, etc.	35,000.00	4,621.51	25,156.89	\$ 9,843.11	28.12%
6261	ALS Medical Expense	10,000.00	0.00	0.00	\$ 10,000.00	100.00%
6280	Memberships and Professional Assoc. Fees: FDAC, SCFDA, SCFCA, CCAI, Costco, Cotati Chamber of Commerce.	12,000.00	0.00	13,631.67	\$ (1,631.67)	-13.60%
6400	Office Supplies: regular supplies such as paper, printer cartridges etc.	3,200.00	793.79	3,579.79	\$ (379.79)	-11.87%
6401	Office Expense - Inventory such as desktop/laptop computer purchases, printers, etc.	9,000.00	2,828.23	3,089.88	\$ 5,910.12	65.67%
6410	Postage and shipping	2,000.00	252.95	1,809.73	\$ 190.27	9.51%
6430	Printing Services	1,000.00	36.86	474.82	\$ 525.18	52.52%
6461	Operational Expenses	8,000.00	1,324.24	11,555.01	\$ (3,555.01)	-44.44%
6463	FPO Expenses - public education materials	3,800.00	466.68	4,604.57	\$ (804.57)	-21.17%
6500	Prof/Special Services - Payroll Fees	5,000.00	756.80	6,985.36	\$ (1,985.36)	-39.71%
6526	Dispatch Services - REDCOM	22,000.00	0.00	17,329.42	\$ 4,670.58	21.23%
6587	LAFCO	7,500.00	0.00	10,970.00	\$ (3,470.00)	-46.27%
6590	Contracted FM Services	\$ 15,000.00	1,137.50	21,700.00	\$ (6,700.00)	-44.67%
6596	CQI Expense	\$ 10,000.00	0.00	0.00	\$ 10,000.00	100.00%
6605	Hiring Expenses	\$ 6,000.00	2,220.00	7,295.00	\$ (1,295.00)	-21.58%
6610	Legal Services	\$ 5,000.00	55.00	11,029.32	\$ (6,029.32)	-120.59%
6630	Annual Audit	\$ 7,950.00	0.00	8,445.00	\$ (495.00)	-6.23%
6635	Bank and Credit Card Fees	\$ 300.00	67.29	559.18	\$ (259.18)	-86.39%
6650	Health Services	\$ 8,000.00	135.00	2,798.00	\$ 5,202.00	65.03%
6654	Wellness Program	\$ 6,000.00	0.00	1,688.62	\$ 4,311.38	71.86%
6800	Public Legal Notices - publishing fees (ordinances, budget/Prop IV limit, elections, etc.)	\$ 700.00	0.00	1,555.00	\$ (855.00)	-122.14%
6820	Rent / Lease Equipment	\$ 7,500.00	662.28	7,568.34	\$ (68.34)	-0.91%

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

SUB-OBJ.	DESCRIPTION	BUDGETED FOR FY '22 - 23'	JUNE EXPENSE	FY EXPENSE TO 6/30/23	BALANCE REMAINING	BALANCE REMAINING (%)
6823	Rental hydrants/ Water - hydrant use within Sonoma County Water Agency jurisdiction	\$ 700.00	320.00	320.00	\$ 380.00	54.29%
6880	Small tools: maintenance tools, hardware etc.	\$ 6,000.00	36.64	3,659.08	\$ 2,340.92	39.02%
6881	Safety Equipment: SCBA's, hose, nozzles etc.	\$ 40,000.00	9,851.77	36,774.65	\$ 3,225.35	8.06%
6889	Computer Software	\$ 64,000.00	6,177.31	56,540.65	\$ 7,459.35	11.66%
7000	Any Board related expense not otherwise accounted for (I.e., Special District Dinners)	\$ 500.00	0.00	810.00	\$ (310.00)	-62.00%
7005	Election Expense - as determined by the County Elections Office	\$ -	0.00	0.00	\$ -	0.00%
7120	In-Service Training - required and continuing education for all personnel and Directors	\$ 45,000.00	3,946.00	30,778.37	\$ 14,221.63	31.60%
7201	Gas and Oil	\$ 65,000.00	5,875.33	64,339.34	\$ 660.66	1.02%
7300	Transportation and Travel to training out of County, use of personal vehicle for District errands.	\$ 5,000.00	258.22	8,361.17	\$ (3,361.17)	-67.22%
7320	Utilities - PG&E, garbage, water, sewage	\$ 53,000.00	8,132.21	61,604.32	\$ (8,604.32)	-16.23%
	TOTAL SUPPLIES AND SERVICES:	\$ 1,001,941.00	\$ 82,348.61	\$ 957,709.55	\$ 44,231.45	4.41%
7910	Long Term Loan - Princ.	\$ 55,807.00	0.00	55,801.92	\$ 5.08	0.01%
7930	Long Term Loan - Interest	\$ 7,910.00	0.00	7,914.88	\$ (4.88)	-0.06%
7940	Pension Obligation Bond - Principal	\$ 255,000.00	0.00	252,890.90	\$ 2,109.10	0.83%
7945	Pension Obligation Bond - Interest	\$ 130,694.00	0.00	130,611.88	\$ 82.12	0.06%
	TOTAL LONG TERM DEBT:	\$ 449,411.00	\$ -	\$ 447,219.58	\$ 2,191.42	0.49%
8510	Buildings Improvements	\$ 217,000.00	0.00	\$ -	\$ 217,000.00	100.00%
8511	New Capital Equipment	\$ -	0.00	\$ 789.00	\$ (789.00)	#DIV/0!
8540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
8560	New Equipment - Apparatus	\$ -	0.00	\$ -	\$ -	#DIV/0!
8561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
	TOTAL EQUIPMENT:	\$ 217,000.00	\$ -	\$ 789.00	\$ 216,211.00	99.64%

Recap Report	BUDGETED FOR FY '22 - 23'	JUNE TOTAL	FY TO 6/30/23	BALANCE REMAINING	BALANCE REMAINING (%)
OPERATING REVENUES	\$ 7,507,048.00	\$ 95,283.24	\$ 7,548,908.80	\$ (41,860.80)	-0.56%
OPERATING EXPENDITURES					
Wages/Benefits	\$ 5,724,600.00	\$ 509,762.19	\$ 5,690,279.18	\$ 34,320.82	0.60%
Supplies and Services	\$ 1,001,941.00	\$ 82,348.61	\$ 957,709.55	\$ 44,231.45	4.41%
Long Term Debt	\$ 449,411.00	\$ -	\$ 447,219.58	\$ 2,191.42	0.49%
Equipment	\$ 217,000.00	\$ -	\$ 789.00	\$ 216,211.00	99.64%
Totals	\$ 7,392,952.00	\$ 592,110.80	\$ 7,095,997.31	\$ 296,954.69	4.02%
Revenues Less Expenditures			\$ 452,911.49		

RANCHO ADOBE FIRE PROTECTION DISTRICT
 YEAR TO DATE BUDGET REPORT

CAPITAL IMPROVEMENTS BUDGET

SUB-OBJ.		BUDGETED FOR FY '22 - 23'	JUNE EXPENSE	FY EXPENSE TO 6/30/23	BALANCE REMAINING	BALANCE REMAINING (%)
9510	Buildings Improvements	\$ 1,195,000.00	198,579.09	\$ 353,343.33	\$ 841,656.67	70.43%
9511	New Capital Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9540	Durable Medical Equipment	\$ -	0.00	\$ -	\$ -	#DIV/0!
9560	New Equipment - Apparatus	\$ 820,000.00	0.00	\$ 717,000.87	\$ 102,999.13	12.56%
9561	Equipment New - Office	\$ -	0.00	\$ -	\$ -	#DIV/0!
	TOTAL EQUIPMENT:	\$ 2,015,000.00	\$ 198,579.09	\$ 1,070,344.20	\$ 944,655.80	46.88%

CURRENT ASSETS	
Summit State Bank Operating Account:	\$ 19,788.78
Summit State Bank ICS Account:	\$ 1,511,615.34
Summit State Bank Payroll Account:	\$ 5,911.75
CDARS:	\$ 4,063,228.99
Petty Cash:	\$ 200.00
Total:	\$ 5,600,744.86
Remaining Capital Reserve Fund:	\$ 846,545.80
Remaining Operating Reserve Fund:	\$ 4,754,199.06

Rancho Adobe Fire Protection District

Trial Balance

As of June 30, 2023

	Jun 30, 23	
	Debit	Credit
1010 · County of Sonoma	0.00	
1030 · Wells Fargo Checking Account	0.00	
1035 · Summit State Bank - Operating		19,788.78
1036 · Summit State Bank - ICS	1,511,615.34	
1037 · Summit State Bank - Payroll	5,911.75	
1038 · CDARS	4,063,228.99	
1090 · Petty Cash	200.00	
107 · Accounts Receivable		100.00
12000 · Undeposited Funds	0.00	
325 · Deferred Outflows	9,200,694.00	
145 · Deferred Inflow		3,987,593.00
170 · Land	74,634.00	
171 · Buildings and Improvements	755,665.64	
172 · Equipment	3,848,634.88	
178 · Accum. Depreciation - Building		576,580.69
179 · Accum. Depreciation - Equipment		1,754,906.53
195 · Due From Operating Fund	1,916,890.00	
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		5,928,260.00
336 · Capital One Loan		0.07
337 · Accrued Interest Payable		2,129.35
338 · Capital Lease - Current		55,806.47
339 · Accrued Vacation - Current	0.00	
350 · Accrued Payroll	0.00	
300 · Compensated Absences		545,622.48
340 · Bonds Payable - Current		252,891.00
342 · Notes Payable - Long Term		333,267.78
345 · Bonds Payable - Noncurrent		5,357,109.00
355 · Due To Capital Improvement Fund		1,916,890.00
744 · Net Pension Liability		6,214,613.00
30000 · Opening Balance Equity	908,986.26	
320 · Unreserved-Undesignated FD Bal	8,200,779.76	
330 · Operational Reserves		2,155,346.00
331 · New Equipment- Other Reserves	0.00	
332 · SCBA Reserves	0.00	
333 · PPE Reserves	0.00	
334 · Capital Reserves		1,916,890.00
10 · Taxes:1000 · Property Taxes		4,122,764.48
10 · Taxes:1001 · CY Direct Charges		2,087,723.16
10 · Taxes:1008 · RDA Increment	772,732.57	
10 · Taxes:1011 · Property Tax Admin Fee	39,287.54	
10 · Taxes:1014 · Property Taxes - RDA Increment		4,787.79
10 · Taxes:1015 · RDA Pass-Through		508,047.76
10 · Taxes:1016 · RDA Allocation		67,106.00
10 · Taxes:1018 · RDA Asset Distribution		235,277.54
10 · Taxes:1020 · CY Supplemental Tax		59,749.68
10 · Taxes:1040 · Unsecured Property Taxes		125,163.93
10 · Taxes:1061 · PY Direct Charges		20,937.10
17 · Use of Money/Property:1700 · Interest on Cash		78,612.77
20 · Intergovernmental Revenues:2404 · State Reimbursements		83.15
20 · Intergovernmental Revenues:2440 · HOPTR		10,381.02
20 · Intergovernmental Revenues:2589 · State Refunds-Strike Team		512,010.08
30 · Charges/Fees for Services:3600 · Fire Marshal Services		28,357.33
30 · Charges/Fees for Services:3601 · Finance Charge/Late Fee		3,975.52
30 · Charges/Fees for Services:3641 · Fire Services - Casino Contract		250,060.00
30 · Charges/Fees for Services:3661 · Cost Recovery		25,120.66
30 · Charges/Fees for Services:3665 · Ambulance Service		33,600.16
30 · Charges/Fees for Services:3670 · Weed Abatement		21,836.00
30 · Charges/Fees for Services:3682 · Rohnert Park Auto Aid		41,358.15
30 · Charges/Fees for Services:3700 · Copy Fee		330.00

Trial Balance

As of June 30, 2023

07/12/23

Cash Basis

	Jun 30, 23	
	Debit	Credit
40 · Miscellaneous Revenues:4040 · Misc. Revenue		34,377.14
40 · Miscellaneous Revenues:4100 · Workers Comp. Reimbursement		88,931.21
40 · Miscellaneous Revenues:4102 · Donations or Reimbursements		338.28
50 · Salaries and Benefits:5910 · Full-Time Personnel	3,102,419.32	
50 · Salaries and Benefits:5911 · Part-Time Staffing	267,415.89	
50 · Salaries and Benefits:5912 · Overtime	783,199.34	
50 · Salaries and Benefits:5914 · FLSA	82,370.07	
50 · Salaries and Benefits:5918 · BLS Staff	4,575.00	
50 · Salaries and Benefits:5922 · Social Security Payroll Taxes		2,756.91
50 · Salaries and Benefits:5923 · CalPERS	594,304.04	
50 · Salaries and Benefits:5924 · Medicare	59,844.66	
50 · Salaries and Benefits:5930 · Health Insurance	521,056.85	
50 · Salaries and Benefits:5931 · Disability Insurance	10,092.00	
50 · Salaries and Benefits:5932 · Dental Insurance	29,468.89	
50 · Salaries and Benefits:5933 · Life Insurance	4,107.35	
50 · Salaries and Benefits:5934 · Vision Insurance	4,852.85	
50 · Salaries and Benefits:5935 · Unemployment Insurance	4,121.60	
50 · Salaries and Benefits:5936 · Retiree Insurance	16,200.00	
50 · Salaries and Benefits:5940 · Workers Compensation	209,008.23	
60 · Supplies & Services:6020 · Uniforms	24,480.32	
60 · Supplies & Services:6022 · Safety Clothing	70,478.79	
60 · Supplies & Services:6040 · Communications	28,135.66	
60 · Supplies & Services:6045 · Pagers & Radios	52,895.14	
60 · Supplies & Services:6060 · Food	2,020.43	
60 · Supplies & Services:6080 · Household Expense	12,070.56	
60 · Supplies & Services:6100 · Property & Liability Insurance	215,094.91	
60 · Supplies & Services:6140 · Equipment Maintenance	8,193.40	
60 · Supplies & Services:6150 · Bad Debt Expense	7,082.13	
60 · Supplies & Services:6155 · Apparatus Maintenance	58,229.94	
60 · Supplies & Services:6165 · SCBA Maintenance	4,169.83	
60 · Supplies & Services:6180 · Building Maintenance	34,380.04	
60 · Supplies & Services:6181 · Station Maintenance for Remodel	15,465.22	
60 · Supplies & Services:6260 · Medical Supplies	25,156.89	
60 · Supplies & Services:6280 · Memberships	13,631.67	
60 · Supplies & Services:6400 · Office Supplies	3,579.79	
60 · Supplies & Services:6401 · Office Expense - Inventory	3,089.88	
60 · Supplies & Services:6410 · Postage and Shipping	1,809.73	
60 · Supplies & Services:6430 · Printing Services	474.82	
60 · Supplies & Services:6461 · Operational Expense	11,555.01	
60 · Supplies & Services:6463 · FPO Expense	4,604.57	
60 · Supplies & Services:6500 · Payroll Fees	6,985.36	
60 · Supplies & Services:6526 · Dispatch Service-Redcom	17,329.42	
60 · Supplies & Services:6587 · LAFCO	10,970.00	
60 · Supplies & Services:6590 · Contracted FM Services	21,700.00	
60 · Supplies & Services:6605 · Hiring Expense	7,295.00	
60 · Supplies & Services:6610 · Legal Services	11,029.32	
60 · Supplies & Services:6630 · Annual Audit Charges	8,445.00	
60 · Supplies & Services:6635 · Bank Fees	559.18	
60 · Supplies & Services:6650 · Health Services	2,798.00	
60 · Supplies & Services:6654 · Wellness Program	1,688.62	
60 · Supplies & Services:6800 · Public Legal Notices	1,555.00	
60 · Supplies & Services:6820 · Rent/Lease Equipment	7,568.34	
60 · Supplies & Services:6823 · Rental Hydrants/Water	320.00	
60 · Supplies & Services:6880 · Small Tools Expense	3,659.08	
60 · Supplies & Services:6881 · Safety Equipment	36,774.65	
60 · Supplies & Services:6889 · Computer Software and Equipment	56,540.65	
60 · Supplies & Services:7000 · Board Expense	810.00	
60 · Supplies & Services:7120 · Training Expense	30,778.37	
60 · Supplies & Services:7201 · Fuel	64,339.34	
60 · Supplies & Services:7300 · Transportation & Travel	8,361.17	
60 · Supplies & Services:7320 · Utilities	61,604.32	
75 · Other Charges:7910 · Long Term Loan-Principal	55,801.92	
75 · Other Charges:7930 · Long Term Loan-Interest	7,914.88	
75 · Other Charges:7940 · Pension Obligation Bond - Prin.	252,890.90	

3:54 PM
07/12/23
Cash Basis

Rancho Adobe Fire Protection District
Trial Balance
As of June 30, 2023

	Jun 30, 23	
	Debit	Credit
75 · Other Charges:7945 · Pension Obligation Bond - Int.	130,611.88	
85 · Capital Assets:8510 · Building Improvements	0.00	
85 · Capital Assets:8511 · New Capital Equipment	789.00	
85 · Capital Assets:8560 · New Equipment - Apparatus	0.00	
95 · Capital Improvements - Assets:9510 · Building Improvements	353,343.33	
95 · Capital Improvements - Assets:9560 · New Equipment - Apparatus	717,000.87	
TOTAL	<u>39,468,359.15</u>	<u>39,468,359.15</u>

Rancho Adobe Fire Protection District
Balance Sheet Prev Year Comparison
As of June 30, 2023

	Jun 30, 23	Jun 30, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1035 · Summit State Bank - Operating	-19,788.78	592,716.34	-612,505.12	-103.3%
1036 · Summit State Bank - ICS	1,511,615.34	3,533,610.63	-2,021,995.29	-57.2%
1037 · Summit State Bank - Payroll	5,911.75	50,726.12	-44,814.37	-88.4%
1038 · CDARS	4,063,228.99	2,001,246.92	2,061,982.07	103.0%
1090 · Petty Cash	200.00	200.00	0.00	0.0%
Total Checking/Savings	5,561,167.30	6,178,500.01	-617,332.71	-10.0%
Accounts Receivable				
107 · Accounts Receivable	-100.00	4,034.00	-4,134.00	-102.5%
Total Accounts Receivable	-100.00	4,034.00	-4,134.00	-102.5%
Other Current Assets				
325 · Deferred Outflows	9,200,694.00	9,200,694.00	0.00	0.0%
Total Other Current Assets	9,200,694.00	9,200,694.00	0.00	0.0%
Total Current Assets	14,761,761.30	15,393,228.01	-621,466.71	-4.0%
Fixed Assets				
145 · Deferred Inflow	-3,987,593.00	-3,987,593.00	0.00	0.0%
170 · Land	74,634.00	74,634.00	0.00	0.0%
171 · Buildings and Improvements	755,665.64	755,665.64	0.00	0.0%
172 · Equipment	3,848,634.88	3,848,634.88	0.00	0.0%
178 · Accum. Depreciation - Building	-576,580.69	-576,580.69	0.00	0.0%
179 · Accum. Depreciation - Equipment	-1,754,906.53	-1,754,906.53	0.00	0.0%
Total Fixed Assets	-1,640,145.70	-1,640,145.70	0.00	0.0%
Other Assets				
195 · Due From Operating Fund	1,916,890.00	0.00	1,916,890.00	100.0%
Total Other Assets	1,916,890.00	0.00	1,916,890.00	100.0%
TOTAL ASSETS	15,038,505.60	13,743,082.31	1,295,423.29	9.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2710 · Deferred Revenue	86,879.18	86,879.18	0.00	0.0%
327 · Deferred Outflows-Liability Acc	5,928,260.00	5,928,260.00	0.00	0.0%
336 · Capital One Loan	0.07	0.07	0.00	0.0%
337 · Accrued Interest Payable	2,129.35	2,129.35	0.00	0.0%
338 · Capital Lease - Current	55,806.47	55,806.47	0.00	0.0%
Total Other Current Liabilities	6,073,075.07	6,073,075.07	0.00	0.0%
Total Current Liabilities	6,073,075.07	6,073,075.07	0.00	0.0%
Long Term Liabilities				
300 · Compensated Absences	545,622.48	545,622.48	0.00	0.0%
340 · Bonds Payable - Current	252,891.00	252,891.00	0.00	0.0%
342 · Notes Payable - Long Term	333,267.78	333,267.78	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	0.00	1,916,890.00	100.0%
744 · Net Pension Liability	6,214,613.00	6,214,613.00	0.00	0.0%
Total Long Term Liabilities	14,620,393.26	12,703,503.26	1,916,890.00	15.1%
Total Liabilities	20,693,468.33	18,776,578.33	1,916,890.00	10.2%
Equity				
30000 · Opening Balance Equity	-908,986.26	-904,952.26	-4,034.00	-0.5%
320 · Unreserved-Undesignated FD Bal	-8,200,779.76	-749,378.74	-7,451,401.02	-994.3%
330 · Operational Reserves	2,155,346.00	2,155,346.00	0.00	0.0%

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07/12/23
Cash Basis

Rancho Adobe Fire Protection District
Balance Sheet Prev Year Comparison
As of June 30, 2023

	<u>Jun 30, 23</u>	<u>Jun 30, 22</u>	<u>\$ Change</u>	<u>% Change</u>
334 - Capital Reserves	1,916,890.00	1,916,890.00	0.00	0.0%
Net Income	-617,432.71	-7,451,401.02	6,833,968.31	91.7%
Total Equity	<u>-5,654,962.73</u>	<u>-5,033,496.02</u>	<u>-621,466.71</u>	<u>-12.4%</u>
TOTAL LIABILITIES & EQUITY	<u>15,038,505.60</u>	<u>13,743,082.31</u>	<u>1,295,423.29</u>	<u>9.4%</u>

Rancho Adobe Fire Protection District Profit & Loss by Class June 2023

	Capital Improvements	Operating	TOTAL
Ordinary Income/Expense			
Income			
17 · Use of Money/Property			
1700 · Interest on Cash	0.00	7,109.23	7,109.23
Total 17 · Use of Money/Property	0.00	7,109.23	7,109.23
30 · Charges/Fees for Services			
3600 · Fire Marshal Services	0.00	1,641.50	1,641.50
3641 · Fire Services - Casino Contract	0.00	45,012.00	45,012.00
3661 · Cost Recovery	0.00	2,988.30	2,988.30
3700 · Copy Fee	0.00	70.00	70.00
Total 30 · Charges/Fees for Services	0.00	49,711.80	49,711.80
40 · Miscellaneous Revenues			
4040 · Misc. Revenue	0.00	4,896.00	4,896.00
4100 · Workers Comp. Reimbursement	0.00	33,566.21	33,566.21
Total 40 · Miscellaneous Revenues	0.00	38,462.21	38,462.21
Total Income	0.00	95,283.24	95,283.24
Gross Profit	0.00	95,283.24	95,283.24
Expense			
50 · Salaries and Benefits			
5910 · Full-Time Personnel	0.00	360,431.65	360,431.65
5911 · Part-Time Staffing	0.00	10,810.80	10,810.80
5912 · Overtime	0.00	86,662.99	86,662.99
5914 · FLSA	0.00	6,808.15	6,808.15
5923 · CalPERS	0.00	38,583.08	38,583.08
5924 · Medicare	0.00	6,543.25	6,543.25
5932 · Dental Insurance	0.00	-84.72	-84.72
5934 · Vision Insurance	0.00	-13.67	-13.67
5935 · Unemployment Insurance	0.00	20.66	20.66
Total 50 · Salaries and Benefits	0.00	509,762.19	509,762.19
60 · Supplies & Services			
6020 · Uniforms	0.00	4,050.22	4,050.22
6022 · Safety Clothing	0.00	3,325.02	3,325.02
6040 · Communications	0.00	3,146.79	3,146.79
6045 · Pagers & Radios	0.00	-5,319.36	-5,319.36
6060 · Food	0.00	383.42	383.42
6080 · Household Expense	0.00	809.89	809.89
6140 · Equipment Maintenance	0.00	1,594.48	1,594.48
6155 · Apparatus Maintenance	0.00	20,123.10	20,123.10
6180 · Building Maintenance	0.00	2,476.59	2,476.59
6181 · Station Maintenance for Remodel	0.00	1,802.85	1,802.85

Rancho Adobe Fire Protection District
Profit & Loss by Class

June 2023

	Capital Improvements	Operating	TOTAL
6260 · Medical Supplies	0.00	4,621.51	4,621.51
6400 · Office Supplies	0.00	793.79	793.79
6401 · Office Expense - Inventory	0.00	2,828.23	2,828.23
6410 · Postage and Shipping	0.00	252.95	252.95
6430 · Printing Services	0.00	36.86	36.86
6461 · Operational Expense	0.00	1,324.24	1,324.24
6463 · FPO Expense	0.00	466.68	466.68
6500 · Payroll Fees	0.00	756.80	756.80
6590 · Contracted FM Services	0.00	1,137.50	1,137.50
6605 · Hiring Expense	0.00	2,220.00	2,220.00
6610 · Legal Services	0.00	55.00	55.00
6635 · Bank Fees	0.00	67.29	67.29
6650 · Health Services	0.00	135.00	135.00
6820 · Rent/Lease Equipment	0.00	662.28	662.28
6823 · Rental Hydrants/Water	0.00	320.00	320.00
6880 · Small Tools Expense	0.00	36.64	36.64
6881 · Safety Equipment	0.00	9,851.77	9,851.77
6889 · Computer Software and Equipment	0.00	6,177.31	6,177.31
7120 · Training Expense	0.00	3,946.00	3,946.00
7201 · Fuel	0.00	5,875.33	5,875.33
7300 · Transportation & Travel	0.00	258.22	258.22
7320 · Utilities	0.00	8,132.21	8,132.21
Total 60 · Supplies & Services	0.00	82,348.61	82,348.61
95 · Capital Improvements - Assets			
9510 · Building Improvements	197,322.34	1,256.75	198,579.09
Total 95 · Capital Improvements - Assets	197,322.34	1,256.75	198,579.09
Total Expense			
Net Ordinary Income	197,322.34	593,367.55	790,689.89
Net Income	-197,322.34	-498,084.31	-695,406.65
	-197,322.34	-498,084.31	-695,406.65

Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison June 2023

	Jun 23	Jun 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
10 · Taxes				
1000 · Property Taxes	0.00	206,957.26	-206,957.26	-100.0%
1001 · CY Direct Charges	0.00	92,508.00	-92,508.00	-100.0%
1014 · Property Taxes - RDA Increment	0.00	229.83	-229.83	-100.0%
1015 · RDA Pass-Through	0.00	3,613.53	-3,613.53	-100.0%
1017 · Residual Property Tax - RDA	0.00	187,387.61	-187,387.61	-100.0%
1020 · CY Supplemental Tax	0.00	44,740.86	-44,740.86	-100.0%
1040 · Unsecured Property Taxes	0.00	8,313.05	-8,313.05	-100.0%
1060 · PY Secured Taxes	0.00	-300.12	300.12	100.0%
1061 · PY Direct Charges	0.00	2,899.03	-2,899.03	-100.0%
1080 · PY Supplemental Taxes	0.00	-125.88	125.88	100.0%
1100 · Property Taxes - Unsecured	0.00	2,608.37	-2,608.37	-100.0%
Total 10 · Taxes	0.00	548,831.54	-548,831.54	-100.0%
17 · Use of Money/Property				
1700 · Interest on Cash	7,109.23	512.16	6,597.07	1,288.1%
1701 · Interest Earned-Prop Tax Pymts	0.00	1,301.95	-1,301.95	-100.0%
Total 17 · Use of Money/Property	7,109.23	1,814.11	5,295.12	291.9%
20 · Intergovernmental Revenues				
2440 · HOPTR	0.00	10,896.06	-10,896.06	-100.0%
Total 20 · Intergovernmental Revenues	0.00	10,896.06	-10,896.06	-100.0%
30 · Charges/Fees for Services				
3600 · Fire Marshal Services	1,641.50	358.00	1,283.50	358.5%
3601 · Finance Charge/Late Fee	0.00	135.13	-135.13	-100.0%
3641 · Fire Services - Casino Contract	45,012.00	0.00	45,012.00	100.0%
3661 · Cost Recovery	2,988.30	649.43	2,338.87	360.1%
3670 · Weed Abatement	0.00	1,510.50	-1,510.50	-100.0%
3700 · Copy Fee	70.00	0.00	70.00	100.0%
Total 30 · Charges/Fees for Services	49,711.80	2,653.06	47,058.74	1,773.8%
40 · Miscellaneous Revenues				
4040 · Misc. Revenue	4,896.00	6,102.65	-1,206.65	-19.8%
4100 · Workers Comp. Reimbursement	33,566.21	0.00	33,566.21	100.0%
Total 40 · Miscellaneous Revenues	38,462.21	6,102.65	32,359.56	530.3%
Total Income	95,283.24	570,297.42	-475,014.18	-83.3%
Gross Profit	95,283.24	570,297.42	-475,014.18	-83.3%
Expense				
160 · Construction in Progress	0.00	76,352.18	-76,352.18	-100.0%
485 · Deferred Outflows of Resources	0.00	5,928,260.00	-5,928,260.00	-100.0%
50 · Salaries and Benefits				
5910 · Full-Time Personnel	360,431.65	330,723.61	29,708.04	9.0%
5911 · Part-Time Staffing	10,810.80	45,511.49	-34,700.69	-76.3%
5912 · Overtime	86,662.99	39,622.52	47,040.47	118.7%
5914 · FLSA	6,808.15	5,430.88	1,377.27	25.4%
5918 · BLS Staff	0.00	3,006.00	-3,006.00	-100.0%
5922 · Social Security Payroll Taxes	0.00	775.69	-775.69	-100.0%
5923 · CalPERS	38,583.08	2,356,897.02	-2,318,313.94	-98.4%
5924 · Medicare	6,543.25	5,875.03	668.22	11.4%
5932 · Dental Insurance	-84.72	0.00	-84.72	-100.0%
5934 · Vision Insurance	-13.67	0.00	-13.67	-100.0%
5935 · Unemployment Insurance	20.66	136.21	-115.55	-84.8%
Total 50 · Salaries and Benefits	509,762.19	2,787,978.45	-2,278,216.26	-81.7%
60 · Supplies & Services				
6020 · Uniforms	4,050.22	9,382.09	-5,331.87	-56.8%
6022 · Safety Clothing	3,325.02	792.38	2,532.64	319.6%

Rancho Adobe Fire Protection District Profit & Loss Prev Year Comparison June 2023

	Jun 23	Jun 22	\$ Change	% Change
6040 · Communications	3,146.79	3,388.45	-241.66	-7.1%
6045 · Pagers & Radios	-5,319.36	7,775.51	-13,094.87	-168.4%
6060 · Food	383.42	870.12	-486.70	-55.9%
6080 · Household Expense	809.89	1,456.28	-646.39	-44.4%
6100 · Property & Liability Insurance	0.00	675.19	-675.19	-100.0%
6140 · Equipment Maintenance	1,594.48	148.43	1,446.05	974.2%
6155 · Apparatus Maintenance	20,123.10	4,986.36	15,136.74	303.6%
6165 · SCBA Maintenance	0.00	124.16	-124.16	-100.0%
6180 · Building Maintenance	2,476.59	8,766.82	-6,290.23	-71.8%
6181 · Station Maintenance for Remodel	1,802.85	0.00	1,802.85	100.0%
6260 · Medical Supplies	4,621.51	10,843.92	-6,222.41	-57.4%
6280 · Memberships	0.00	2,635.00	-2,635.00	-100.0%
6400 · Office Supplies	793.79	92.15	701.64	761.4%
6401 · Office Expense - Inventory	2,828.23	0.00	2,828.23	100.0%
6410 · Postage and Shipping	252.95	202.91	50.04	24.7%
6430 · Printing Services	36.86	0.00	36.86	100.0%
6461 · Operational Expense	1,324.24	5,314.59	-3,990.35	-75.1%
6463 · FPO Expense	466.68	0.00	466.68	100.0%
6500 · Payroll Fees	756.80	319.55	437.25	136.8%
6590 · Contracted FM Services	1,137.50	1,662.50	-525.00	-31.6%
6605 · Hiring Expense	2,220.00	199.00	2,021.00	1,015.6%
6610 · Legal Services	55.00	1,606.00	-1,551.00	-96.6%
6635 · Bank Fees	67.29	37.34	29.95	80.2%
6650 · Health Services	135.00	0.00	135.00	100.0%
6654 · Wellness Program	0.00	5,891.54	-5,891.54	-100.0%
6820 · Rent/Lease Equipment	662.28	603.28	59.00	9.8%
6823 · Rental Hydrants/Water	320.00	320.00	0.00	0.0%
6880 · Small Tools Expense	36.64	24.07	12.57	52.2%
6881 · Safety Equipment	9,851.77	5,340.46	4,511.31	84.5%
6889 · Computer Software and Equipment	6,177.31	6,181.27	-3.96	-0.1%
7120 · Training Expense	3,946.00	17,909.00	-13,963.00	-78.0%
7201 · Fuel	5,875.33	15,209.21	-9,333.88	-61.4%
7300 · Transportation & Travel	258.22	1,754.68	-1,496.46	-85.3%
7320 · Utilities	8,132.21	5,418.42	2,713.79	50.1%
Total 60 · Supplies & Services	82,348.61	119,930.68	-37,582.07	-31.3%
75 · Other Charges				
7910 · Long Term Loan-Principal	0.00	54,140.91	-54,140.91	-100.0%
Total 75 · Other Charges	0.00	54,140.91	-54,140.91	-100.0%
85 · Capital Assets				
8510 · Building Improvements	0.00	-61,242.30	61,242.30	100.0%
8511 · New Capital Equipment	0.00	-27,533.26	27,533.26	100.0%
8540 · Durable Medical Equipment	0.00	0.00	0.00	0.0%
8560 · New Equipment - Apparatus	0.00	-204,398.56	204,398.56	100.0%
8561 · Office Equipment - New	0.00	-7,879.25	7,879.25	100.0%
Total 85 · Capital Assets	0.00	-301,053.37	301,053.37	100.0%
9000 · Depreciation Expense	0.00	231,688.63	-231,688.63	-100.0%
95 · Capital Improvements - Assets				
9510 · Building Improvements	198,579.09	0.00	198,579.09	100.0%
Total 95 · Capital Improvements - Assets	198,579.09	0.00	198,579.09	100.0%
Total Expense	790,689.89	8,897,297.48	-8,106,607.59	-91.1%
Net Ordinary Income	-695,406.65	-8,327,000.06	7,631,593.41	91.7%
Other Income/Expense				
Other Income				
4045 · Gain/Loss on Disposal of Asset	0.00	-14,399.68	14,399.68	100.0%
Total Other Income	0.00	-14,399.68	14,399.68	100.0%
Net Other Income	0.00	-14,399.68	14,399.68	100.0%

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07/12/23
Cash Basis

Rancho Adobe Fire Protection District
Profit & Loss Prev Year Comparison
June 2023

	<u>Jun 23</u>	<u>Jun 22</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>-695,406.65</u>	<u>-8,341,399.74</u>	<u>7,645,993.09</u>	<u>91.7%</u>

65

NEW BUSINESS

**RESOLUTION R-1:
ADOPTING A PROP IV
LIMIT FOR FY 23/24**



Rancho Adobe Fire District

Staff Report

Date: July 13, 2023

Topic: Resolution R-1: Adopting a Prop IV Limit

Recommendation:

I recommend the Board of Directors approve Resolution R-1 for an appropriations limit in FY 2023/2024 for the amount of \$7,708,500.00.

Background:

Proposition 111, approved by voters in June 1990 requires governmental entities to adopt an annual appropriations limit via Resolution. The appropriations limit has been determined by the Sonoma County Auditor's Office using the California Per Capita Personal Income and Percentage change over the prior year.

Financial Impact:

None.

Options:

1. Approve Resolution R-1 for an appropriations limit of \$7,708,500.00.

Approved by:

Jeff Veliquette
Fire Chief

Attachments: Resolution R-1

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA, SETTING AND ADOPTING AN APPROPRIATIONS LIMIT FOR THE 2023/2024 FISCAL YEAR

WHEREAS, Article XIII B of the Constitution of the State of California establishes appropriations limits on the proceeds of taxes for entities of government, and

WHEREAS, Proposition 111 approved by the voters in June 1990 requires that the appropriations limit for a governmental entity be adopted by Resolution after selection of the annual adjustment factors, and

WHEREAS, a notice was published stating that an appropriations limit was to be adopted and that the information and data for the limit was available for public inspection for at least fifteen days, and

WHEREAS, the Board of Directors has opted to use the appropriations limit as determined by the Sonoma County Auditor's Office using the California Per Capita Personal Income and Percentage change over prior year, which is 4.44% and the Local Population Growth Factor of -0.53% for Fiscal Year 2023/2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Adobe Fire Protection District that the adopted Appropriations Limit for the 2023/2024 fiscal year is \$7,708,500.00.

BE IT FURTHER RESOLVED that the Clerk of this Board is directed to publish the adopted limit in the annual budget, and to file the required reports with the State Controller.

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

**RESOLUTION R-2:
SETTING RATE FOR
SPECIAL TAX**



Rancho Adobe Fire District

Staff Report

Date: July 13, 2023

Topic: Resolution R-2: Setting the Special Tax Rate for FY 2023/2024

Recommendation:

I recommend the Board of Directors approve Resolution R-2 and set the special tax rate for each Assessor's Parcel Number at \$331.00 for FY 2023/2024.

Background:

Passage of Ordinance Number 2018-2 authorizes the Board of Directors to levy a special tax each year on each parcel of real property within the District. Following consideration of the budget needs for FY 2023/2024, it has been determined the District will require the maximum annual adjustment for inflation of 3% on the parcel tax.

Financial Impact:

None.

Options:

1. Approve Resolution R-2 and set the special tax rate per APN of \$331.00

Approved by:

Jeff Veliquette
Fire Chief

Attachments: Resolution R-2

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT OF SONOMA COUNTY, STATE OF CALIFORNIA, SETTING THE SPECIAL TAX RATE FOR THE 2023/2024 FISCAL YEAR

WHEREAS, Ordinance Number 2018-02, authorizing the Board of Directors to levy a special tax each year on each parcel of real property within the District was approved by the voters on November 8, 2018, and

WHEREAS, provisions of Ordinance 2018-02 specifically Section VI, entitled "Report and Hearing on Special Tax," requires the Board of Directors to hold a public hearing each year to set the tax per assessor's parcel number (APN), prior to the imposition of the special tax, and

WHEREAS, the special tax may be levied at a rate not to exceed \$331.00 per assessor's parcel number, with a maximum 3% annual adjustment for inflation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Adobe Fire Protection District have considered revenue needs for next fiscal year and hereby set the special tax per APN at \$331.00 for fiscal year 2023/2024.

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

**DISCUSSION ON
APPROVAL OF
CHANGE ORDERS
FOR STATION 2
REMODEL**



Rancho Adobe Fire District

Staff Report

Date: July 11, 2023

Topic: Station #2 Renovation – Prime Contract Change Order #2

Recommendation:

Board Approval is requested for a Prime Contract Change Order (#2) to the to the contract approved February 15, 2023, with FRC Inc., in the amount of \$54,395.50 for a total revised contract amount of \$1,111,656.10.

Background:

The Board approved a contract with FRC. Inc, for renovation of the Rancho Adobe Fire Station #2 – Penngrove Station. The amount of the initial contract was \$1,007,500. PCO#1 was approved by the Board at the June Board meeting in the amount of \$49,760.60.

PCO#2 includes painting of the administration building and the two out-buildings; replacement of the station alerting system, and modification to the kitchen sink specification. The additional work required resulted in three proposed change orders (PCO) in the amount of \$54,395.10. The initial contract with FRC Inc., and both Contract Change Orders bring the new contract amount to \$1,111,656.10.

The District is contracted with STRATA a/p for project management and oversight. Each of the proposed change order items has been vetted for necessity and cost prior to the district's approval.

In approving the initial contract, the Board delegated the Chief the authority to approve change orders up to 20% of the contract value prior to final Board action. Combined, the two Prime Contract Change Orders total an additional 10.33% of the original contract amount.

Financial Impact:

Funds Have been identified and budgeted in the 2022/23 capital budget account 9510.

Options:

No other options have been identified.

Approved by:

Jeff Veliquette
Fire Chief

Attachments: Prime Contract Change Order #2 (PCO# 004, 012, 018)

Rancho Adobe Fire District
 11000 Main Street
 Penngrove, California 94951
 Phone: 707-795-6011

Project: Station #2 Renovation

PRIME CONTRACT CHANGE ORDER # 002

TO:
 Frank Ruggirello, FRC. Inc,
 9680 Old Redwood Highway
 Windsor, California 95492

FROM:
 Brian Proteau, Rancho Adobe Fire District
 11000 Main Street
 Penngrove, California 94951

DATE CREATED:	July 10, 2023	CREATED BY:	Bennett Martin, Principal STRATA a p
CONTRACT STATUS:	Ongoing	REVISION:	
DESIGNATED REVIEWER:	Herb Wandel,	REVIEWED BY:	Bennett Martin
DUE DATE:		REVIEW DATE:	July 10, 2023
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:	None	EXECUTED:	
CONTRACT FOR:	General Construction	TOTAL AMOUNT:	\$54,395.50

DESCRIPTION:
 ATTACHMENTS: PCO #004, PCO #012 & PCO #018

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:			
PCO#	TITLE	SCHEDULE IMPACT	AMOUNT
004	Added exterior painting	None	\$11,752.65
012	Revised kitchen sink	None	\$849.72
018	Ringdown system	None	\$41,793.13
			\$0.00
			\$0.00
TOTAL:			\$54,395.50

The original (Contract Sum)	\$1,007,500.00
Net change by previously authorized Change Orders	\$49,760.60
The contract sum prior to this Change Order was	\$1,057,260.60
The contract sum will be changed by this Change Order in the amount of	\$54,395.50
The new contract sum including this Change Order will be	\$1,111,656.10
The contract time will NOT be changed by this Change Order	

Bennett Martin STRATA a p 23562 Arnold Drive Sonoma, California 95476 707-935-7944 <i>Bennett Martin</i>	Frank Ruggirello, FRC. Inc, 9680 Old Redwood Highway Windsor, California 95492 707-837-5065 <i>Josh Kurczak</i> 07/10/2023	Brian Proteau, Rancho Adobe FD 11000 Main Street Penngrove, California 94951 707-795-6011
SIGNATURE / DATE 7-10-2023	SIGNATURE / DATE	SIGNATURE / DATE



PCO #004

FRC, Inc.
9680 Old Redwood Highway
Windsor, California 95492
Phone: +17078375065

Project: - 2309- Rancho Adobe Fire Station #2
11000 Main Street
Pengrove, California 94951
Phone: 707-795-6011
Fax: 707-795-5177

Potential Change Order #004: CE #010 - Painting of 3 Buildi

TO:	Rancho Adobe Fire District 11000 Main Street Pengrove California, 94951	FROM:	FRC, Inc. 9680 Old Redwood Highway Windsor California, 95492
PCO NUMBER/REVISION:	004 / 0	CONTRACT:	2309-1 - 2309 Rancho Adobe Fire Station #2
REQUEST RECEIVED FROM:		CREATED BY:	Josh J Kurczeski (FRC, Inc.)
STATUS:	Pending - Not Proceeding	CREATED DATE:	5/17/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$11,752.65

POTENTIAL CHANGE ORDER TITLE: CE #010 - Painting of 3 Buildi

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #010 - Painting of 3 Buildings
Painting of Office and 2 smaller buildings on east side of App Bay.
3 color scheme.

ATTACHMENTS:

#	Description	Amount
1	Added Exterior Painting	\$10,920.00
	Subtotal:	\$10,920.00
	Markup on GC Labor Equipment and Materials 15%:	\$0.00
	Markup on Subcontractor 5%:	\$546.00
	Markup for Bonds and Insurance 2.5%:	\$286.65
	Grand Total:	\$11,752.65

Brad Johnson (STRATA Architecture & Planning)

Rancho Adobe Fire District
11000 Main Street
Pengrove California 94951

FRC, Inc.
9680 Old Redwood Highway
Windsor California 95492

Bennett Martin 7/10/2023
SIGNATURE DATE

[Signature] 6/28/23
SIGNATURE DATE

Josh Kurczeski 07/10/2023
SIGNATURE DATE

86

J & R Thompson, Inc.
Painting & Decorating
1605 Novato Blvd., Novato, Ca. 94947
(415) 892-6030 Fax: (415) 897-5059
LIC# 736414 / DIR# 1000004763

May 17, 2023

FRC, Inc.
9680 Old Redwood Hwy
Windsor, CA. 95492
josh@frcinc.biz

Attn: JOSH

Job: RANCHO ADOBE FIRE STATION - PENNGROVE

Paint 3 buildings & walkway per email dated 5-16-23.

Labor:

96 hrs. x \$95/hr. = 9,120.00

Material:

Material Needed = 1,800.00

Total Labor & Materials: 10,920.00

Jim Thompson
J&R Thompson, Inc.



PCO #012

FRC, Inc.
 9680 Old Redwood Highway
 Windsor, California 95492
 Phone: +17078375065

Project: - 2309- Rancho Adobe Fire Station #2
 11000 Main Street
 Pengrove, California 94951
 Phone: 707-795-6011
 Fax: 707-795-5177

Potential Change Order #012: CE #021 - Revised Kitchen Sink

TO:	Rancho Adobe Fire District 11000 Main Street Pengrove California, 94951	FROM:	FRC, Inc. 9680 Old Redwood Highway Windsor California, 95492
PCO NUMBER/REVISION:	012 / 0	CONTRACT:	2309-1 - 2309 Rancho Adobe Fire Station #2
REQUEST RECEIVED FROM:		CREATED BY:	Josh J Kurczeski (FRC, Inc.)
STATUS:	Pending - Proceeding	CREATED DATE:	6/12/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$849.72

POTENTIAL CHANGE ORDER TITLE: CE #021 - Revised Kitchen Sink

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #021 - Revised Kitchen Sink
 Change kitchen sink to LRAD312265PD with CBS1316 Cutting Board.

ATTACHMENTS:
 Rancho Adobe_CO#3_0001.pdf

#	Description	Amount
1	Kitchen Sink	\$789.52
	Subtotal:	\$789.52
	Markup on GC Labor Equipment and Materials 15%:	\$0.00
	Markup on Subcontractor 5%:	\$39.48
	Markup for Bonds and Insurance 2.5%:	\$20.72
	Grand Total:	\$849.72

Brad Johnson (STRATA Architecture & Planning)

Rancho Adobe Fire District
 11000 Main Street
 Pengrove California 94951

FRC, Inc.
 9680 Old Redwood Highway
 Windsor California 95492

07/10/2023

Bennett Martin 7/10/2023
 SIGNATURE DATE

[Signature] 6/28/23
 SIGNATURE DATE

Josh Kurczeski
 SIGNATURE DATE



R G Plumbing Group, Inc.

Cont. Lic. #802006
461 Todd Road
Santa Rosa, CA 95407
Tel: 707-571-1195

Change Order #3

Invoice 5505
Date: June 1, 2023
SBE Certified
DIR # 1000003935

Proposal Submitted To:
Name: FRC, Inc.
Street:
City, State, Zip:
Phone:
Fax:

Work Performed At:
Location: Penngrove Fire Station

City, State, Zip:
Project #
Contract #

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

- 1) Provide newly specified sink
Credit of Elkay LRAD332265: \$805.82

Newly Specified Sink: \$1387.26
15% Mark Up: \$208.08
Total: \$1595.34

Difference: \$789.52

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **SEVEN HUNDRED NINETY Dollars (\$790.00)** with payments to be made as follows: Billed monthly. Any alteration or deviation from above specifications involving extra costs, will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control.

Respectfully Submitted By: Stacy Graniss Per: Robert Graniss State License No. 802006 NOTE: This proposal may be withdrawn by us if not accepted within 10 days	
NOTICE TO OWNER (Section 7018.5 - Contractors License Law) Under the Mechanics Lien Law, any contractor, subcontractor, laborer, materialman or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property. Under the law, you may protect yourself against such claims by filing before commencing such work or improvement an original contract for the work of improvement or a modification thereof in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall in addition to any conditions for the performance of the contract be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract.	
ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	Signature: _____ Signature: _____ Date: _____
Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors State License Board, 9835 Goethe Road, Sacramento, California. Mailing Address: P.O. Box 26000, Sacramento, California 95827.	

From: rdeweese@calsteam.com,
To: rgran2828@aol.com,
Subject: Email Order# 4541762
Date: Fri, Jun 9, 2023 1:35 pm

New specified

1-2 WEEK ETA

Order Confirmation # 4541762

CAL STEAM #2505
4137 SOUTH MOORLAND AVE
O/S CITY LIMITS
SANTA ROSA, CA 95407-8154
Phone : 707-584-1551
Fax : 707-584-1888

Order No...: 4541762
Order Date: 06/09/23
Writer.....: RRD
Sold To.....: R G PLUMBING GROUP INC
461 TODD ROAD
SANTA ROSA, CA 95407

Req Date: 06/20/23

Shp Via...: COUNTER PICK-UP
Terms.....: NET 10TH PROX
Ship To...: CUSTOMER PICK-UP

Cnst PO#..: RANCHO

Job Name.: RANCHO

Item	Description	Quantity	Net Price	UM	Total
ECBS1316	13 1/2 X 16 CUT BRD	1	127.328	EA	127.33
ELRAD31226SPD1	18 GAUGE STAINLESS STEEL 31 X	1	1151.250	EA	1151.25

Subtotal: \$1278.58
Inbound Freight: \$0.00
Tax: \$108.68
Order Total: \$1387.26

WARRANTY PROVISIONS

The purchaser's sole and exclusive warranty is that provided by the manufacturer, if any. Seller makes no express or implied warranties. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL SELLER BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING DIRECTLY OR INDIRECTLY FROM THE OPERATION OR USE OF THE PRODUCT. SELLER'S LIABILITY, IF ANY, SHALL BE LIMITED TO THE NET SALES PRICE RECEIVED BY SELLER. Complete Terms and Conditions are available upon request or can be viewed on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can

PRODUCT SPECIFICATIONS

Elkay Lustertone™ Classic Stainless Steel 31" x 22" x 6-1/2" Single Bowl Drop-in ADA Sink with Perfect Drain. Sink is manufactured from 18 gauge 304 Stainless Steel with a Lustrous Satin finish, Rear Center drain placement, and Bottom only pads.

Installation Type:	Drop-in
Material:	304 Stainless Steel
Special Features:	Perfect Drain
Finish:	Lustrous Satin
Gauge:	18
Sound Deadening:	Bottom only pads
Number of Bowls:	1
Sink Dimensions:	31" x 22" x 8"
Bowl 1 Dimensions:	28" x 16" x 6-3/8"
Drain Size:	3-3/8" (86mm)
Drain Location:	Rear Center
Minimum Cabinet Size:	36"
Mounting Hardware:	Part # 64090014 Included for countertops up to 3/4" (19mm) thick
Template Included:	No
Cutout Template #:	1000001239

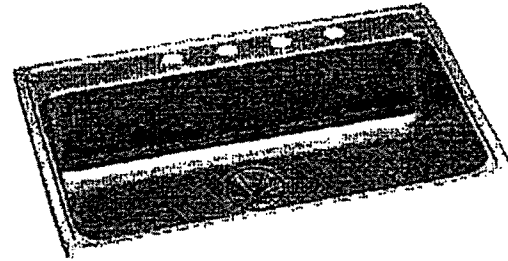
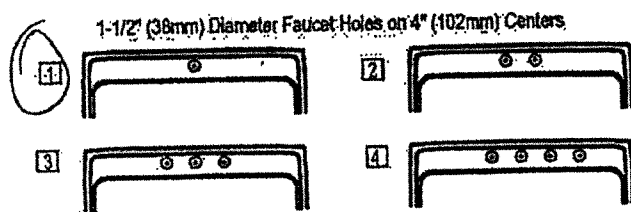
Template is available for download at elkay.com. CAD software will be required to open the template.

Cutout Dimensions for Drop-in Installation:

30-3/8" x 21-3/8" (772mm x 543mm) with 1-1/2" (38mm) corner radius

Perfect Drain: Seamlessly welded stainless steel collar eliminates the gap between a traditional drain and the sink for a sanitary and gap free installation. Select garbage disposers can be installed on either sink for user convenience. Please see our Garbage Disposer Compatibility Guide.

Hole Drilling Configurations:



Included with Product: One LKPD1 Perfect Drain and strainer

A Century of Tradition and Quality. For more than 100 years, Elkay has been making innovative products and providing exceptional customer care. We take pride in offering plumbing products that make life easier, inspire change and leave the world a better place.

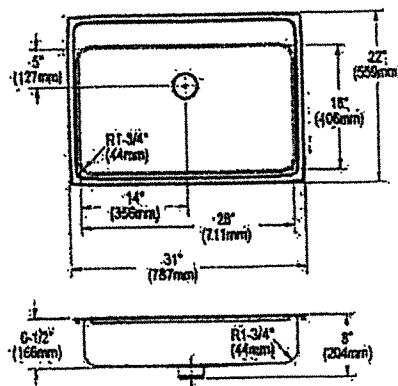
Product Compliance: ADA & ICC A117.1
ASME A112.19.3/CSA B45.4
Buy American Act
Accessory: ASME A112.18.2/CSA B125.2



Sinks are listed by IAPMO® as meeting the applicable requirements of the Uniform Plumbing Code®, International Plumbing Code®, and National Plumbing Code of Canada.

- Clean and Care Manual (PDF)
- Installation Instructions (PDF) - 1000005236
- Installation Instructions (PDF) - 74180269 Disposer
- Installation Instructions (PDF) - 74180340-USA Drain
- Installation Instructions (PDF) - Garbage Disposer Compatibility Guide
- Warranty (PDF)

Similar models are available with: Quick-Clip Mounting System



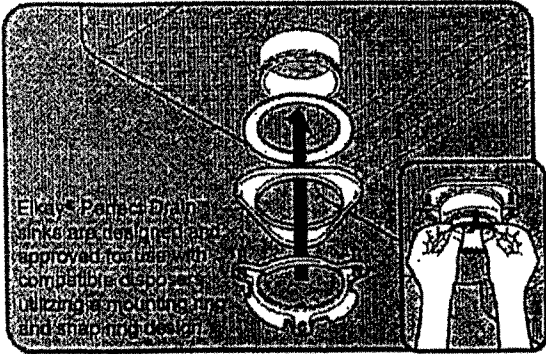
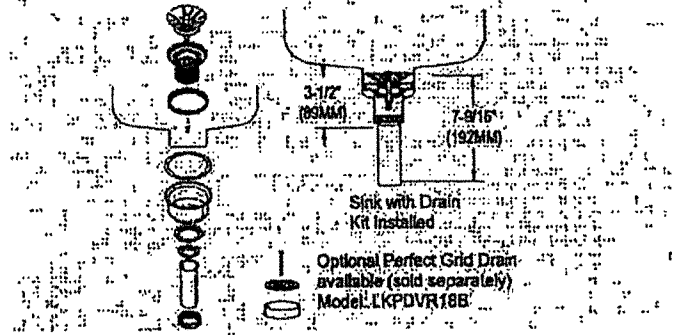
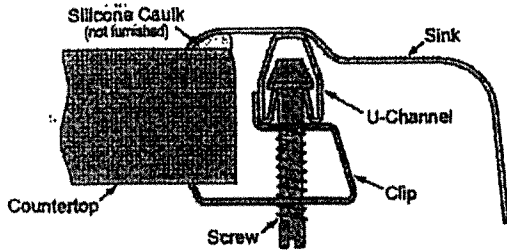
PART: _____ QTY: _____
 PROJECT: _____
 CONTACT: _____
 DATE: _____
 NOTES: _____
 APPROVAL: _____

In keeping with our policy of continuing product improvement, Elkay reserves the right to change product specifications without notice. Please visit elkay.com for the most current version of Elkay product specification sheets. This specification describes an Elkay product with design, quality, and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.

ELKAY[®] SPECIFICATIONS




Elkay Lustertone Classic Stainless Steel 31" x 22" x 6-1/2" Single Bowl Drop-in ADA Sink with Perfect Drain Model(s) LRAD312265PD

Installation Profile:



Included Accessories		
<u>PD1</u>	Elkay Perfect Drain Fitting Type 304 Stainless Steel Body and Strainer Spec Sheet (PDF)	
Optional Accessories		
<u>LKWOBG2816SS</u>	Elkay Stainless Steel 26-1/2" x 14-13/16" x 1" Bottom Grid Spec Sheet (PDF)	
<u>CB1713</u>	Elkay Hardwood 13-1/2" x 17" x 1" Cutting Board Spec Sheet (PDF)	
<u>CBS1316</u>	Elkay Hardwood 14-1/2" x 17" x 3/4" Cutting Board Spec Sheet (PDF)	
<u>LKDS99</u>	Elkay 3-1/2" Garbage Disposal Stopper / Strainer for use with Perfect Drain-Chrome Polished Stainless Steel Spec Sheet (PDF)	

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<u>LKPDAD18B</u>	Elkay Perfect Drain Chrome Plated Brass Body Strainer and LKADOS Tailpiece Spec Sheet (PDF)	
<u>LKPDVR18B</u>	Elkay Perfect Drain Chrome Plated Brass Body Vandal-resistant Strainer Spec Sheet (PDF)	
<u>LKGT1041</u>	Elkay Gourmet Single Hole Kitchen Faucet Pull-out Spray and Lever Handle with Hi and Mid-rise Base Options Spec Sheet (PDF)	

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Original

** PICK/PACK LIST **

S PACE SUPPLY - SANTA ROSA
H 3033 DUTTON AVE.
P SANTA ROSA, CA. 95407
P TEL: 707-545-7101
E FAX: 707-547-0751
R

PAGE # : 1
ORDER # : 018530431
ORD DATE: 04/18/23
REQ DATE: 05/30/23
ORD TYPE: REGULAR
P/TIME : 03:14PM
P/DATE : 04/18/23

SHIP VIA : PICK UP
FRT TERMS: BEST WAY
CUST PO# : RANCHO ADOBE F
W/BY : OSCAR PEREZ
TERMS : 2%10TH NET 25
JOB NAME : RANCHO ADOBE
ORDERED BY: STACY

B 24026-00
I R G PLUMBING GROUP INC
L
L 461 TODD ROAD
T SANTA ROSA, CA 95407
O

S PHONE# 707-571-1195
H 24026-00
I R. G PLUMBING GROUP INC
P
T
O

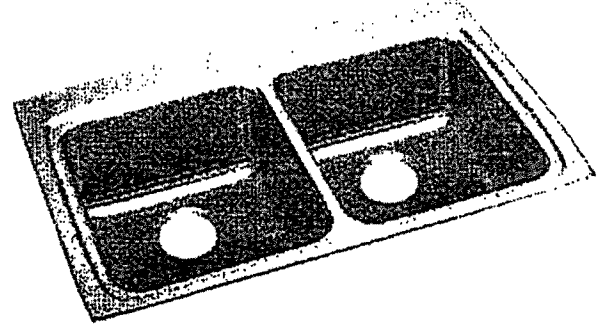
LN#	QTY-SHP	QTY-ORD	PART NUMBER / DESCRIPTION	LOCATION.	UM	PRICE....	EXTENDED
1		1	ELKLRAD3322651 33*22*6-1/2" DROP-IN 1H 18GA DBL BWL CRD KIT SINK		EA	805.82	805.82
2		1	NS00601455 ELKLR33221 SINGLE HOLE 33*22 18 GA SS SINK Vend Part#: LRS33221		EA	700.43	700.43
3		2	AMS6114116002 MONTERREY 0.5GPM VR NON-AERATING SPRAY		EA	78.55	157.10
4		2	AMS0059020EC020 VITREOUS CHINA SHROUD KNEE GUARD WHT EVERCELAN		EA	86.50	173.00
5		2	ZUR28737PC FLAT GRID SINK STRAINER ZURN		EA	22.22	44.44
6		2	AMS3043001020 <i>Cancel</i> TOILET BOWL EB ADA WHT MADERA AM STD		EA	86.26	172.52
7		2	BEM9400SSCTWHT EBOFLC PLASTIC SS CK HNG COMM SEAT WHT POSTUREMOLD		EA	46.51	93.02
8		1	CHF540LD897SCP WM 2H SVC SINK FCT SATIN CHR 2LVR ADA CHICAGO		EA	489.96	489.96
9		2	STM8370 PBV & TRIM CP LVR W/ STOPS ADA COMM MOEN		EA	113.95	227.90
10		2	AMS0355012020 20*18 WM LAV 4CC WHT ADA LUCERNE AM STD	011103NSA	EA	49.52	99.04
11		2	ELKLGKT1041CR 1H KIT FCT CP 1LVR 1.75GPM ADA P/O GOURMET *** CONTINUE TO NEXT PAGE ***	011107NSB	EA	350.67	701.34

Old Kitchen

PRODUCT SPECIFICATIONS

Elkay Lustertone™ Classic Stainless Steel 33" x 22" x 6-1/2" Equal Double Bowl Drop-in ADA Sink. Sink is manufactured from 18 gauge 304 Stainless Steel with a Lustrous Satin finish, Rear Center drain placement, and Bottom only pads.

Installation Type:	Drop-in
Material:	304 Stainless Steel
Finish:	Lustrous Satin
Gauge:	18
Sound Deadening:	Bottom only pads
Number of Bowls:	2
Sink Dimensions:	33" x 22" x 6-1/2"
Bowl 1 Dimensions:	13-1/2" x 16" x 6-1/8"
Bowl 2 Dimensions:	13-1/2" x 16" x 6-1/8"
Drain Size:	3-1/2" (89mm)
Drain Location:	Rear Center
Minimum Cabinet Size:	36"
Mounting Hardware:	Part # 64090014 included for countertops up to 3/4" (19mm) thick
Template Included:	No
Cutout Template #:	1000001189



A Century of Tradition and Quality. For more than 100 years, Elkay has been making innovative products and providing exceptional customer care. We take pride in offering plumbing products that make life easier, inspire change and leave the world a better place.



Product Compliance: ADA & ICC A117.1
ASME A112.19.3/CSA B45.4
Buy American Act



Sinks are listed by IAPMO® as meeting the applicable requirements of the Uniform Plumbing Code®, International Plumbing Code®, and National Plumbing Code of Canada.

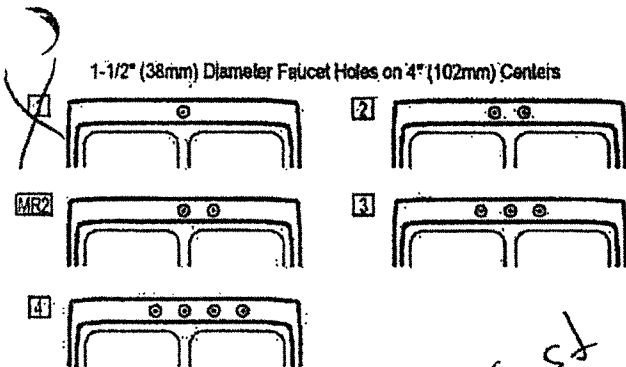


Complies with ADA & ICC A117.1 accessibility requirements when installed according to the requirements outlined in these standards.

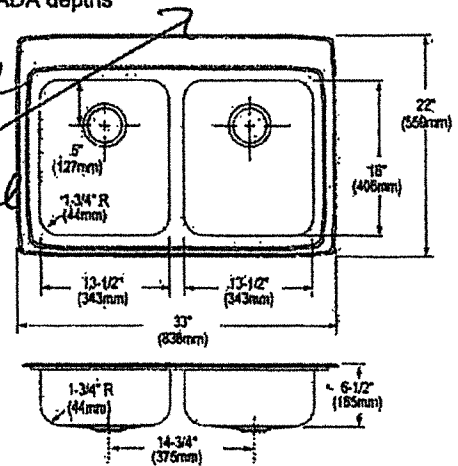
- [Clean and Care Manual \(PDF\)](#)
- [Installation Instructions \(PDF\) - 1000005236](#)
- [Installation Instructions \(PDF\) - 74180289 Disposer](#)
- [Installation Instructions \(PDF\) - 74180340-USA Drain](#)
- [Warranty \(PDF\)](#)

Similar models are available with: Quick-Clip Mounting System, additional ADA depths

Hole Drilling Configurations:



*Just ADA 22 43 AGR
22 43 AGR
43" wide
x 22"*



PART: _____
PROJECT: _____
CONTACT: _____
DATE: _____
NOTES: _____
APPROVAL: _____

In keeping with our policy of continuing product improvement, Elkay reserves the right to change product specifications without notice. Please visit elkay.com for the most current version of Elkay product specification sheets. This specification describes an Elkay product with design, quality, and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.

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PCO #018

FRC, Inc.
9680 Old Redwood Highway
Windsor, California 95492
Phone: +17078375065

Project: - 2309- Rancho Adobe Fire Station #2
11000 Main Street
Penngrove, California 94951
Phone: 707-795-6011
Fax: 707-795-5177

Potential Change Order #018: CE #025 - (no title)

TO:	Rancho Adobe Fire District 11000 Main Street Pengrove California, 94951	FROM:	FRC, Inc. 9680 Old Redwood Highway Windsor California, 95492
PCO NUMBER/REVISION:	018 / 0	CONTRACT:	2309-1 - 2309 Rancho Adobe Fire Station #2
REQUEST RECEIVED FROM:		CREATED BY:	Josh J Kurczeski (FRC, Inc.)
STATUS:	Pending - Proceeding	CREATED DATE:	6/13/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$41,793.13

POTENTIAL CHANGE ORDER TITLE: CE #025 - (no title)

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #025 - (no title)
Ring Down System. Need Rancho Fire to determine locations.

ATTACHMENTS:

Middle Atlantic EWR12-22.pdf Rancho Adobe Fire Station Ring Down PA.pdf

#	Description	Amount
1	Ring Down System	\$38,832.18
	Subtotal:	\$38,832.18
	Markup on GC Labor Equipment and Materials 15%:	\$0.00
	Markup on Subcontractor 5%:	\$1,941.61
	Markup for Bonds and Insurance 2.5%:	\$1,019.34
	Grand Total:	\$41,793.13

Brad Johnson (STRATA Architecture & Planning)

Rancho Adobe Fire District
11000 Main Street
Pengrove California 94951

FRC, Inc.
9680 Old Redwood Highway
Windsor California 95492

Bennett Martin 7/10/2023
SIGNATURE DATE

[Signature] 6/28/23
SIGNATURE DATE

Josh Kurczeski 07/10/2023
SIGNATURE DATE

PCD (707) 546-3633
1032 MAXWELL DRIVE fax (707) 575-6818
SANTA ROSA, CA 95401
Contractor's License Number 527657

Quote

Quoted to:	Job Name / Location:	Date: June 5, 2023
Jon Contreras– Job Captain Strata A/P 23562A Arnold Drive Sonoma, Ca. 95476 707-935-7944 jcontreras@strataap.com CC– Herb Wandel hwandel@rafd.org	Rancho Adobe Fire Station Ring Down PA system	Bid Date:
		Quote #:
		Terms: prices good for 30 days from date above

Quoted By	Scope Letter Previously Sent?
John Rudolph	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

JOB DESCRIPTION	BID PRICE
Fire Station Ring Down System	\$38,832.18
PCD to provide a new Ring Down system using the owner provided Base radio for general scanner radio and Owner provided ICON Radio for fire calls and to interface the system with the existing telephone system for paging as well. The system will be designed to allow general scanner activity to be broadcast throughout the facility and playing through new installed ceiling speakers in all rooms, external paging horns and surface mounted speakers in the Apparatus bay. There will be a central control touch panel at the equipment rack that will be custom programmed to allow user control of the zones with the touch of a fingertip. The zones that will be driven into the (6) bedrooms, the Hallways (3 speakers), Laundry/ Service, Bath rooms (all 1 speaker each) and Day room (2 speakers) will all have priority attenuators (wall mounted volume controls) that when the fire radio signal comes in will turn up the volume to max for all areas. Otherwise these areas have local control to turn down or off locally. The new custom programmed DSP will be able to help minimize the noise coming from the older radios to some extent. PCD will accommodate all of the electronics into a wall mounted equipment rack that will also have a battery back up and surge protection to keep things operating even when the power runs out. (for a while). All wiring and installation, programming, testing and adjustments are included along with 1 year warranty parts and labor.	
Exclusions– Prices good for 30 days from above date. No electrical work is included. No conduit is included. All wiring is free wire and this quote is based upon that while the walls are open. Once closed up will increase the cost of the estimate.	

**DISCUSSION ON
APPROVAL OF
STATION 2
FENCING BIDS**



Rancho Adobe Fire District

Staff Report

Date: July 11, 2023

Topic: Security Fencing - Penngrove Training Facility

Recommendation:

Board approval is requested to accept the proposal and enter contract with Coggins Fence and Supply Inc. to provide fencing with gate access for the rear portion of the Penngrove Station property in the amount of \$ 17,259.66. Board to direct Fire Chief to negotiate and authorize any required proposed change orders in an amount not to exceed 10% of the base bid amount.

Background:

Fencing has been on the facilities improvement list for several years to provide security of the districts training props, reduce liability and provide a more esthetically pleasing view to the community. This project will encompass the area previously utilized as a Park and Ride that was given back to the district. We have seen an increase in foot traffic with people walking through the property and through the training area creating a liability. We are also facing an increase in incidents of people loitering on the training grounds and entering into vehicles.

The district has received three bids for the project, and all were based on site visits. All bids are based on prevailing wage. Bids were received from the following companies.

- Coggins Fence and Supply, Inc. \$ 17,259.66
- Jacobsen Fence Company, Inc. \$ 23,517.
- Able Fence Company Inc. \$ 25,950.
- Straight line No Bid

Coggins Fence and Supply Company, Inc. along with several vendors have a 5% clause for materials cost increase between the time of the quote and the time of the project start date.

Financial Impact:

Funds have been identified in the FY 23/24 budget category 8510. The budget for this project was initially projected at \$45,000. The quoted price is within the budgeted amount.

Options:

1. Approve contract with Coggins Fence and Supply Company Inc.
2. Defer the project.
3. Take no Action.

Approved by:



Jeff Veliquette
Fire Chief

Attachments: Coggins Fence & Supply Inc., Proposal dated June 1, 2023



PROPOSAL

June 1, 2023

James Deurloo
Rancho Adobe Fire Protection District
PO Box 1029
Penngrove, CA 94951

Phone: (707) 795-6011
Fax: (707) 795-5177
email: jdeurloo@rafd.org

RE: Chain Link Fence and Gate Installation
JOB SITE: 11000 Main Street
FILE #: Distr3017-1

Per our conversation during my 5/31/2023 site visit, I have prepared the following proposal for your consideration.

RESPONSIBILITIES OF THE PROPERTY OWNER OR OWNER'S AGENT

Responsibilities to be completed prior to project start date:

1. *Establish and verify exact line and location of all installations.*
2. *Obtain all permits necessary for completion of project.*
3. *Locate and mark all private underground utility lines within property boundaries. Damage to any unmarked private lines is not the responsibility of Coggins Fence & Supply Inc.*

PROJECT DESCRIPTION

Coggins Fence and Supply, Inc. offers to supply all materials and labor to install approximately 460 lf of chain link fence complete with one 20' wide gate.

The new fence is to be approximately 6' high with angle bracing at all terminal positions and will also have a top and a bottom tension wire. All fence components will have a galvanized finish. Chain link salvage is to be knuckle – twist with the twist up. Parking lot gate to be a double leaf gate.

The new fence will run west from your driveway entry up along and 5' in off Petaluma Hill Road to a parking area where we will install the new gate. The fence continues past the parking lot and at a point approximately 166 lf from the new gates, we will turn the fence into the property and terminate the fence at an existing wood fence approximately 64 lf in off the road.

Upon completion of all of our work we will do a thorough cleanup of the site and haul away any debris we may have created in our construction. Posthole dirt will be scattered on site where directed.

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MATERIALS SPECIFICATIONS FOR STANDARD FENCE

- Posts:** Terminal posts to be 2-3/8" OD galvanized pipe set approximately 36" deep in a 10" wide concrete footing.
Gate posts to be 4" OD galvanized full weight pipe stubbed onto the existing gate posts.
Line posts to be 1-7/8" OD galvanized pipe set approximately 30" deep in a 8" wide concrete footing.
- Bracing:** To be a 1-5/8" pipe diagonal brace with a top and bottom 7-gauge, galvanized tension wire.
- Fabric:** To be approximately 6' high, 11-gauge, galvanized, 2" mesh chain-link.
- Gate:** To be a 1-5/8" OD galvanized pipe frame with welded corner construction and covered with fabric to match the fence. Gates come with standard chain-link hinge and latch hardware.

→ TOTAL AS DESCRIBED ABOVE.....\$17,259.66

CLARIFICATIONS AND EXCLUSIONS

1. Coggins Fence & Supply Inc. will be responsible for ordering a standard Underground Service Alert (USA) for location of public utilities.
2. Coggins Fence & Supply Inc. is not responsible for the repair or relocation of any unknown or unmarked underground utilities, public or private. This includes, but is not limited to, PG&E, City water/sewer, telecommunications, septic, sprinkler, low voltage, well supply, drainage, etc.
3. All excavated dirt will be left at area of excavation, to be removed or relocated by Owner or Owner's Agent, if required, or unless otherwise stated in this proposal.
4. Removal and disposal of existing fence, and vegetation removal, are excluded unless otherwise stated.
5. This proposal will be effective for 30 days from the proposal date.
6. An increase in the material pricing of more than 5% between the date of the proposal and the installation date shall warrant an equitable adjustment in the contract price for the materials only.
7. Credit card payments will have a convenience fee of 3% per transaction.

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8. This proposal excludes permits, bonds and inspection fees.

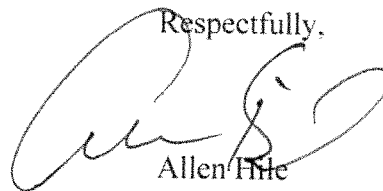
All clarifications and exclusions outlined in this Proposal must be included in all Contract documents.

Thank you for giving Coggins Fence & Supply Inc. the opportunity to submit this proposal for your project. We are proud of the excellent reputation we have earned in more than 50 years of business. You can be assured that we will do our best to complete your project to your satisfaction.

In regards to timing for this project, we are currently running about 12 weeks out, or more with already contracted work. Repair work is done as soon as possible by one of our crews either working nearby or when a crew comes in early from their scheduled job. Repair work is usually completed with 5-15 working days. As you are aware, schedules do have a way of changing. When we have a change that creates a hole in the schedule, we fill it with other projects that are ready. If you do decide to use our services, we will do all that we can to get your project in as quickly as possible.

Please note that we cannot order materials or schedule your project until we receive a signed contract. Your project start date will then be determined by material availability, crew availability, site conditions, and scope of work and, at certain times of the year, weather. Shortly after we receive your *signed* contract, our scheduling department will give you a call with a tentative start date. Please respond as soon as possible so we may expedite the necessary paperwork.

Respectfully,



Allen Hite
Estimator

