



# Redwood Valley County Water District

Post Office Box 399 • Redwood Valley, CA 95470 • (707) 485-0679

## AGENDA BOARD OF DIRECTORS

### Regular Meeting

Time: 6:00 p.m.

Date: Thursday, September 17, 2015

Location: District Office, 2370 Webb Ranch Road, Redwood Valley, California.

Expected Guests:

- *All items listed below are considered action items unless otherwise noted.*
- *The items listed below are numbered for convenience only and may not necessarily be heard in this order.*

1. Roll Call.
2. Hearing of comments or questions from the attending public.  
*See end of Agenda for information regarding public comments.*
3. Consider hearing of urgent items received since the Agenda was posted.  
*See end of Agenda for information regarding the hearing of urgent items.*
4. Acceptance of Agenda.
5. Approval of Consent Calendar.
  - a. Financial Statement.
  - b.-1. Bills Paid since those approved at last Meeting.
  - b.-2. Bills Paid as approved at previous Meeting.
  - c. Bills Payable.
  - d. District Activity.
6. Approval of Minutes as presented.
7. Directors and Staff reports and discussion of non-action topics.
  - a. Personnel Committee Report.
  - b. Ad Hoc/Consolidation Committee Report.
  - c. Discussion of rates.

### **BOARD OF DIRECTORS**

*Granville Pool*  
*Pamela Ricetti*  
*Ken Todd*  
*Jeff Basili*

8. General Manager's Report and Action Items.
  - A. Place Holders.
  - B. District Operations.
  - C. School Way Bridge.
  - D. SGMA.
  - E. Election/Appointment.
  - F. Operations Contract.
  - G. JPA long term goals.
  - H. Plan for services.
  - I. Ag water purchase.
  
9. Financial Report.
  - a. Discussion and possible action.
  
10. Local Agency Formation Commission of Mendocino County – LAFCO.
  - a. Discussion and possible action on LAFCO topics.
  
11. M. C. Inland Water & Power Commission.
  - a. Report of attendance at IW&PC Meetings.
  - b. Consider any correspondence concerning the IW&PC.
  - c. Discussion and possible action on IW&PC topics.
  
12. Mendocino County Russian River Flood Control & Water Conservation Improvement District.
  - a. Report of attendance at MCRRFC&WCID meetings.
  - b. Consider any correspondence concerning the MCRRFC&WCID.
  - c. Discussion and possible action on Flood Control District topics.
  
13. Sonoma County Water Agency.
  - a. Consider any correspondence or reports concerning the Sonoma County Water Agency.
  - b. Discussion and possible action.
  
14. Report of attendance at agency meetings, i.e. City of Ukiah, County Board of Supervisors, other Special District's, County of Mendocino departments, or other entity not listed separately herein.
  
15. State Water Resources Control Board.
  - a. Updates and possible action.
  
16. Status report of Place of Use issues.
  - a. Updates and possible action.
  
17. Status report of 2800 acre-feet Storage Right.
  - a. Updates and possible action.
  
18. Consider attendance at seminars, training events, conferences as received since last Meeting.

POSTED: 9/11/15

Public Comments

Comments will be limited to matters under this District's jurisdiction that are not on the posted agenda and items that have not been previously considered by the Board of Directors.

Comments on a matter not on the agenda are limited to three (3) minutes per person and not more than ten (10) minutes for a particular subject.

No action will be taken. Individuals wishing to address the Board are welcome to do so throughout the Meeting.

Urgent Items

In accordance with Section 54954.2 (b)(2) of the Government Code Brown Act, Two-thirds Vote Required for Action Items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after the Agenda was posted.)

ADA Compliance

The Redwood Valley County Water District complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. To assist us in better understanding your request, please notify the District Office no less than 3 working days in advance of the meeting by calling (707) 485-0679.

**AGENDA ITEM NO. 5**

September 17, 2015

REDWOOD VALLEY COUNTY WATER DISTRICT

CONSENT CALENDAR - CONTENTS

- a. Financial Statements.
- b-1) Bills Paid during August 2015 & submitted for Board approval.
- b-2) Bills Paid as approved.
- c. Bills Payable.
- d. Report of District Activity.

## CONSENT CALENDAR a.

### FINANCIAL STATEMENT

Totals Reported are as of August 31, 2015  
Unless otherwise noted

#### 1. LIST OF BILLS PAID

(See Consent Calendar b-1, next page)	b-1. During August 2015	\$163,204.94
(See Consent Calendar b-2, next pages)	b-2. As Approved at August 20, 2015 Meeting	\$0

2. LIST OF BILLS ON HAND to be Paid      \$0      (See Consent Calendar C)

#### 3. IRRIGATION WATER SALES

	<u>Month</u>	<u>Sales (Billed)</u>	<u>Sales (Billed)</u> Same period last year	<u>Acre-Feet</u>	<u>Payments Rec'd</u>
Monthly	8/2015	\$ 33,439.16	\$ 15,473.68	93.24	\$ 35,146.45
Calendar Y-T-D	8/2015	\$230,727.33	\$144,940.40	697.81	\$166,443.56
Fiscal Y-T-D	8/2015	\$ 75,180.77	\$ 32,802.96	248.41	\$ 58,486.20

#### 4. DOMESTIC WATER SALES

	<u>Month</u>	<u>Sales (Billed)</u>	<u>Sales (Billed)</u> Same period last year	<u>Gallons</u>	<u>Acre-Feet</u>	<u>Payments Rec'd</u>
Monthly	8/2015	\$ 64,665.43	\$ 61,629.38	8,840,358	27.13	\$ 69,056.12
Calendar Y-T-D	8/2015	\$470,513.24	\$460,731.62	59,424,059	182.38	\$504,334.89
Fiscal Y-T-D	8/2015	\$127,332.52	\$120,760.62	17,134,029	52.58	\$136,936.03

	8/2015 Fees	\$	Return Check Fees, Domestic
			1,095.00 Late Notice Fees, Domestic
			840.00 Doorhanger Fees, Domestic
			300.00 Reconnect Fees, Domestic
			310.00 Admin. Fees, Backflow Prevention Program, Domestic
			Late Notice Fees, Irrigation
			60.00 Doorhanger Fees, Irrigation
			Reconnect Fees, Irrigation
	<b>8/2015 Total Fees Billed</b>	<b>\$2,605.00</b>	

5. STATEMENT OF CHECKBOOK BALANCE

As of August 31, 2015 \$570,956.00

6. STATEMENT - MONEY MARKET ACCOUNT

<u>Account Name</u>	<u>Current Balance</u>
Bureau of Reclamation Water Development Fund:	\$314,817.33

7. STATEMENT - MONEY MARKET ACCOUNT

Water Payment Account	\$71,639.90
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8. STATEMENT - Local Agency Investment Fund:

<u>Current Balance</u>	
\$721,805.25	Fund for storage of #17593 water

9. STATEMENT - MONEY MARKET ACCOUNT

Sinking Fund (Depreciation Account)	\$22,281.95
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\*The depreciation fund (Sinking Fund) is only accumulated monthly on the Financial Report. To date it is \$847,400.00

Total of usable Balances shown above:	Regular Checking Account/Checkbook Balance: \$570,956.00
	Bureau of Reclamation Water Development Fund: \$314,817.33
	Local Agency Investment Fund: \$721,805.25
	Money Market Water Payment Account Fund: \$ 71,639.90
	Money Market sinking Fund: \$ 22,281.95
	Less Tenant Deposits: ( 17,596.80 )
	Total: \$1,683,903.63

CONSENT CALENDAR b-1.

September 17, 2015

List of Bills Paid since those approved at last Meeting  
& Submitted for Board Approval:

\$159,518.34 General Expense  
188.10 Customer Deposits  
3,498.50 Backflow tests and devices (reimbursed by customers)  
\$163,204.94

NET PAYROLL: \$15,223.91

PAYROLL TAXES: \$5,890.30

HOLDING ACCOUNT FOR DIRECT DEPOSIT PAYROLL & TAXES: \$21,114.21

1. RVCWD Payroll Account  
\$10,859.23  
Deposit for payroll & taxes for 8/7/15 pay date
2. RVCWD Payroll Account  
\$10,254.98  
Deposit for payroll & taxes for 8/21/15 pay date

ICMA Retirement Trust, Contribution, Deferred Comp. Plan, \$1,146.16, 8/07/15 pay date  
ICMA Retirement Trust, Contribution, Deferred Comp. Plan, \$1,146.16, 8/21/15 pay date

INSURANCE: \$6,344.74

1. #11207: State Compensation Insurance Fund  
\$917.67  
Monthly Premium, August 2015
2. #11251: ACWA /JPIA  
\$5,427.07  
Health, Dental, Vision Premium, life, E.A.P., September 2015

GENERAL OFFICE: \$421.06

1. #11240: U. S. Bank Corporate Payment Systems (Cal Card)  
\$68.73  
Statement 7/22/15  
Office supplies and postage
2. #11244: Postmaster  
\$334.53  
Domestic billing for July reads 2015

3. #11260: Ricoh, USA, Inc.  
\$17.80  
Additional copy images, 7/4-8/3/15

TRANSPORTATION: \$856.61

1. #11240: U. S. Bank Corporate Payment Systems (Cal Card)  
\$752.89  
Statement 7/22/15  
Multi tow adapter, detail for truck #1,4 & 5, fuel for district vehicles
2. #11248: Fast Lube Plus  
\$39.72  
Oil, service for Honda Fit
3. #11257: GCR Tires & Service  
\$64.00  
Wheel balance, truck #5

COMMUNICATIONS: \$392.63

1. #11245: Tri-cities Answering Svc & Call Ctr, Inc.  
\$263.08  
Answering service for August 2015
2. #11268: AT&T  
\$129.55  
Monthly service, 8/10-9/9/15  
Calls 6/25-7/24/15

UTILITIES: \$25,828.01

1. #11269: Pacific Gas & Electric Company  
\$22,597.87  
Booster Pump – Tomki Road, \$88.69  
East Road, \$810.10  
Master Valve @ Vault, \$19.14  
Central Ave/Intertie, \$1,588.92  
Lake Mendocino Pump Station, \$20,091.02
2. #11255: Macquarie Holdings (U.S.A.) Inc.  
\$3,230.14  
Solar power, July 2015

SPECIAL DEPARTMENT EXPENSE: \$105,955.26

1. #11239: Deep Valley Security  
\$52.95  
Property security, August 2015



2. #11240: U. S. Bank Corporate Payment Systems (Cal Card)  
\$665.55  
Statement 7/22/15  
Four casters 4" swivel, steel spacers, trim line, digitalpath satellite monthly service,  
paint for filter, meal
3. #11241: Mendo-Mill & Lumber Co.  
\$121.21  
Statement 7/31/15  
Chain, welded ring, nuts, spring, spray paint, solid cap, bolts, ring, clips, water gage
4. #11243: SWRCB-DWOCP  
\$60.00  
Drinking water Treatment Operator Certification renewal  
for Scott Norcross
5. #11246: Millview County Water District  
\$6,128.17  
Water purchase, 6/29-7/29/15
6. #11247: Waste Management  
\$55.17  
Garbage service, August 2015
7. #11249: Platt  
\$59.19  
Statement 7/25/15  
Tape
8. #11250: Pace Supply Corp.  
\$3,537.31  
Statement 7/25/15  
Poly pipe, couplings, brass tees, ange ball vavles, corp, pvc 80, materials for meter relocation
9. #11258: Minasian, Meith, Soars, Sexton & cooper, LLP  
\$825.48  
Professional services rendered, July 2015
10. #11259: Clark Pest Control  
\$80.00  
Pest control, 7/24/15
11. #11261: B & B Industrial Supply, Inc.  
\$108.12  
Statement 7/31/15  
D-ring, weld on clip, sliphook (6), couplers, nuts, screw extractor (2)
12. #11262: Eureka Oxygen Company  
\$87.58  
Refills argon/co2, hazmat
13. #11263: Redwood Valley Gravel Products, Inc.  
\$964.93  
Sand and bass for repairs-Road I, West School Way, East Road, Road D

14. #11264: Acme Rigging & supply Co.  
\$134.10  
Plastic cap, clv slip (trailer), ear plugs
15. #11267: Wipf Construction  
\$7,797.58  
Repair work for East Road, Road E, School Way- Flaggers, service truck, sets of signs,  
relocate water service eastside of School Way
16. #11270: Calpella Water District  
\$1,889.06  
Water transfer charges 6/30-7/29/15
17. #11272: SWRCB  
\$500.00  
NPDES permit fees
18. #11273: Robert W. Johnson, CPA  
\$4,500.00  
Audit, June 30, 2015
19. #11274: Jeanette Wise  
\$25.00  
Prepare minutes for the August 5, 2015 JPA Meeting
20. #11275: Mendocino County Inland Water & Power Commision  
\$2,000.00  
Annual dues, July 2015
21. #11576: Mendocino County Clerk-Recorder  
\$330.74  
Costs incurred for Special District not going to election, November 3, 2015
22. #11277: R. H. & Sons Water Services  
\$85.50  
Invoice #6175 7/24/15  
Backflow tests (reimbursed by customers)
23. #11278: R. H. & Sons Water Services  
\$2,680.50  
Invoice #6156 7/17/15  
Backflow tests and repairs (reimbursed by customers)
24. #11279: R. H. & Sons Water Services  
\$352.00  
Invoice #6195 7/31/15  
Backflow replacement and test (reimbursed by customers)
25. #11280: Robert Blacklock  
\$2,280.00  
Reimburse for meter mix-up overcharge

26. #11281: R. H. & Sons Water Services  
\$380.50  
Invoice #6240 8/21/15  
Backflow replacement and tests (reimbursed by customers)
27. #11287: Spiess Construction Co., Inc.,  
\$63,545.50  
Invoice #21513-01  
Tank repair
28. #11289: Millview County Water District  
\$5,808.35  
Invoice #3, 7/29-8/26/15  
Water purchase (intertie)
29. #11291: Pace Supply Corp.  
\$659.82  
Statement, 8/25/15  
Brass bushing, inserts, couplings, corp ball, lid combo, steel cover water Christy,  
utility box, 3/4x300 ips
30. #11292: Deep Valley Security  
\$52.95  
Invoice #282792 9/1/15  
Property security, September 2015
31. #11265: 11266: 11283: 11284: 11285: 11286: 11288: Various Customers  
\$188.10  
Refunds on Deposits

**CONSENT CALENDAR. b-2**

**LIST OF BILLS PAID: \$0**  
**(AS REVIEWED AND APPROVED at meeting of August 20, 2015)**

**Consent Calendar c.**

None

**CONSENT CALENDAR d.**

**District Activity, August 2015**

Monthly Report of Total Water Pumped during  
as reported to Flood Control District 132.88 A.F.

Domestic services installed: None

Irrigation services installed: None

Leaks repaired: 8/05/15 Domestic repair, 556 Virginia Circle  
8/10/15 Domestic hydrant repair, Tomki Road  
8/13/15 Domestic repair, Uva Drive  
8/18/15 Domestic repair, Road N  
8/20/15 Domestic repair, 2701 Road E

REDWOOD VALLEY COUNTY WATER DISTRICT  
GENERAL MANAGER'S REPORT AND ACTION ITEMS  
SEPTEMBER 17, 2015


ITEM NO.8

- A. Place holders. As announced previously, I will be on vacation the first two weeks in September. I will be returning the day of the board meeting and will be attending. The report and action items will contain some items as place holders so that they can be addressed at the meeting.
- B. District operations. I will provide a more complete report for the meeting. The structural work on the storage tank has been completed. The tank will remain empty until at least late September when it will be re-coated. We are receiving all of our domestic water through the intertie. We did have a leak on Road N that is causing some problems. We have known for some time that the drawings of the pipes in this area are not complete or accurate. Unfortunately that has caused some real problems with shutting down the main for a repair. It may result in the replacement or installation of several valves.
- C. School Way Bridge. Our portion of the project is complete. Wipf originally bid it at \$411,000 but was able to complete his work for approximately \$200,000. Unfortunately MCM has also recently requested a progress payment that is almost the balance of the original bid. I had checked with DOT before getting excited about the low overall cost since they are technically the owner of the project. Unfortunately I got incomplete information from them.
- D. SGMA. Please be prepared to discuss and provide a response to the county regarding the formation of a Groundwater Sustainability Agency. **Discussion and possible decision regarding the formation of a Groundwater Sustainability Agency.**
- E. Election/appointment. Marv Talso is the only application for the vacancy. Accordingly he will be appointed to the position by the Board of Supervisors on November 3 for a term to begin December 4. Please advise if the directors can arrange to be sworn into office at the county offices after December 4 or if I should arrange to have a Supervisor present at the December 17<sup>th</sup> board meeting.
- F. Operations contract. Please review the enclosed operations contract with Willow. I believe this reflects all of the issues previously discussed. It essentially provides Redwood to be operated by Willow employees who will be supervised by Dave Redding. The hourly charge includes wages, all benefits including insurance and retirement, vehicle costs (including a depreciation fund for future replacements), and supervision. The contract is designed as a starting point and it is expected that it will be modified as needed. Currently it is assumed that the water supply will be from the intertie which is much less labor intensive than water supplied through plant operations. There are no included charges at this time for office staff. Currently the projection

is that Tim Bradley and I will develop a similar, but much smaller in scope, contract to provide for my hours spent at Millview to Redwood and that Redwood continues to pay me as before. This allows for continuance of my insurance and retirement for the short term. After the arrangement has been in place for some months it can be reviewed. **Discuss and possibly approve operations contract with Willow. Discuss and possibly approve developing management contract with Millview.**

- G. JPA long term goals. The September JPA meeting was cancelled because many members and managers were not able to attend. It is recommended that two board members from each district and all the managers should attend the October 7 meeting. Now that the operations contract is close to completion and hopefully implementation, it is appropriate to discuss how such a contract will ultimately become integrated with the JPA, and ultimate goals for the JPA itself. Part of this discussion will also be developing a long term water supply plan involving seeking funding to develop ground water sources and transmission pipelines.
- H. Plan for services. RRFC has developed a request for proposals to establish a mechanism for ensuring that existing RVCWD debt repayment is limited to parcels which benefitted from that debt. This is a critical component of the Dissolution/Annexation process with RRFC and is also a component of any proposed consolidation with the other JPA members. The most recent MOA between RRFC and RVCWD expired July 1, 2015. However the financial evaluation is part of the overall LAFCo Plan for Services which was supported by both districts at the time of the signing of the now expired MOA. It is likely that RRFC will distribute the RFP prior to the RVCWD September board meeting in order to fast track the process as designed.
- I. Ag water purchase. This is a place holder to discuss the additional ag water we purchased through arrangements with Millview and the City. Effective September 1, we have diverted 1033 AF for ag only. We will be paying for the first 795 AF as surplus water. Depending on how much is used for post harvest irrigation we could end with several hundred unsold AF from our secondary purchase. I will continue to report on this item and expect to need to make a decision on how to proceed at the November board meeting.

# Roundtable Questions

- ▶ What are the desired outcomes of forming and administering a GSA?
  - ▶ What is your preferred structure?
  - ▶ Is there additional information you need on the current status of groundwater in the Ukiah Valley Basin?
  - ▶ Are there existing groundwater management efforts to build upon or coordinate with?
  - ▶ What needs to be done to move the discussion forward?
  - ▶ How would your agency like to engage in the formation process?
- 

**Russian River Flood Control and Water Conservation  
Improvement District  
Redwood Valley County Water District**

# **Request for Proposals**

## **Financial Planning Services**

**Russian River Flood Control and Water Conservation Improvement District**  
151 Laws Avenue, Suite D  
Ukiah, CA 95482  
Telephone: (707) 462-5278  
<http://rrfc.net/>

**Redwood Valley County Water District**  
2370 Webb Ranch Road  
Redwood Valley, CA 95470  
Telephone: (707) 485-0679  
<http://www.rvcwd.org>



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## 2 INTRODUCTION

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The Russian River Flood Control and Water Conservation Improvement District (RRFC) and the Redwood Valley County Water District (RVCWD) are located in the Ukiah Valley area of Mendocino County in northwestern California. The two districts are preparing an application to Mendocino County Local Agency Formation Commission (LAFCo) for the annexation of RVCWD to the RRFC with concurrent dissolution of RVCWD. RVCWD services within the area proposed for annexation consist of domestic water service to 1,345 equivalent dwelling units and 200 agricultural customers. Annexation to the RRFC would provide a stable water source. Annexation/Dissolution of RVCWD would provide simplified governance, a larger electorate, and improve the ability to perfect the water rights currently held by each entity. Parcels within the current RVCWD boundaries are burdened with a debt for past infrastructure improvements. As part of the annexation and dissolution plan, a mechanism for limiting the debt burden to the parcels which originally received the benefit must be established.

## 3 AGENCY PROFILES

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### 3.1 RUSSIAN RIVER FLOOD CONTROL AND WATER CONSERVATION IMPROVEMENT DISTRICT

The Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC) was formed in 1956 to serve, along with the Sonoma County Water Agency, as the local sponsor for the development of Coyote Dam and Lake Mendocino. The RRFC encompasses approximately 51,000 acres, from just north of the Sonoma County line to Calpella.

The RRFC provides raw water for irrigation and 'wholesale' raw water to municipal water purveyors within its boundaries and place of use. The municipal service provider then treats and distributes the potable water to its customers.

### 3.2 REDWOOD VALLEY COUNTY WATER DISTRICT

The Redwood Valley County Water District (RVCWD) was established on January 16, 1964 under Sections 30322 and 30323 of the Water Code. The RVCWD went into operation with a dual distribution system for irrigation water service in April 1979, and for domestic water service in November 1979. The RVCWD's service area is roughly 15 square miles and is located north of Ukiah. The RVCWD serves a total of 1,345 equivalent dwelling units and 200 agricultural customers.

The estimated population of the RVCWD is between 5,000 and 5,200 people<sup>1</sup>. The population and growth study completed for the Ukiah Valley Area Plan estimated a growth rate between 1 percent and 1.63 percent annually; however, prevailing economic conditions would favor the lower rate.

## 4 SCOPE OF SERVICES

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The Districts are requesting proposals for financial services to develop a plan to insure that, upon consolidation, repayment of existing debt is limited to the parcels that originally benefitted from the improvements. The intent is to ensure that, upon annexation of the RVCWD parcels, the parcels within the current RRFC District boundaries will not be burdened by the debt for which they received no benefit. A "zone of benefit" has been suggested as a means for accomplishing this objective; however, the Districts look to the consultant to recommend and develop the most appropriate mechanism for apportioning the debt burden upon annexation.

## 5 PROPOSAL SUBMITTAL, TIMELINE AND EVALUATION CRITERIA

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Submit four (4) proposals in writing to the Russian River Flood Control and Water Conservation Improvement District no later than **5:00 P.M. Pacific Standard Time on Friday, October 2, 2015** to the following address:

**Russian River Flood Control and Water Conservation Improvement District  
Attn: Sean White  
151 Laws Avenue, Suite D  
Ukiah, CA 95482**

The Selection Committee consisting of RRFC and RVCWD staff will evaluate each submitted proposal and will forward a recommendation to their respective boards for formal action at a public meeting based on the following criteria:

### 5.1 CRITERIA FOR EVALUATION OF PROPOSALS

The Russian River Flood Control District and the Redwood Valley County Water District will evaluate the proposals based on, but not limited to, these criteria:

- 1. *Understanding of the scope of work to be performed.***
  - Demonstrated understanding of the project objectives
  - Consultant's approach to accomplishing the scope of work
- 2. *Consultant's methods and procedures to be used.***

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<sup>1</sup> Based on a recent customer survey prepared by RVCWD; Bill Koehler, General Manager.

- Consultant's general approach to evaluating the issues
- Complete description of the procedures and analytical methods to be utilized

**3. Cost and Schedule.**

- Timetable and costs for completing the project

**4. Interviews.**

- The Districts may decide to interview consultants that submitted proposals

The Selection Committee reserves the right to request additional information or clarification from respondents in evaluating the referenced criteria. The Selection Committee – although not currently planned – also reserves the right to request responding firms make verbal presentations as part of the evaluation process.

The Russian River Flood Control and Water Conservation Improvement District reserves the right to adjust the timeline as it deems necessary. Notification of any adjustments shall be provided to all respondents.

## 6 PROPOSAL FORMAT AND CONTENT

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All proposals must be accompanied by a cover letter. The cover letter must identify the complete name of the firm, the office location submitting the proposal, and the firm's federal identification number. The cover letter must also summarize the proposal in terms of (a) scope of work, (b) schedule and (c) cost. The cover letter must also identify and briefly describe whether there is any potential conflict of interest.

The proposal should address the content sections presented below in narrative format. Information should be as concise as possible. Any supporting material included with the proposal should be directly related to one of the content sections.

### 6.1 FIRM DESCRIPTION AND STATEMENT OF QUALIFICATIONS

Provide a description of the firm, including type of business, years in operation, total number of employees, and office location(s). Include a statement clearly outlining the firm's qualifications to prepare a financial plan for apportioning existing debt burden within a newly annexed area.

### 6.2 PROJECT TEAM

Identify the key staff members that would be assigned to the project and their respective office locations. Briefly describe each member's responsibility and relevant work experience.

### 6.3 RELATED WORK EXPERIENCE AND REFERENCES

Provide a summary of the firm's previous work experience in preparing audits and familiarity with accounting standards for governmental agencies. Provide a list of at least three client references for the Selection Committee to contact at its discretion.

### 6.4 SCOPE OF SERVICES

Propose a scope of services to complete the project based on the firm's experience and understanding of the Districts' needs. The proposed scope of services should be outlined in distinct phases with corresponding timelines and budgeted costs.

### 6.5 PROJECT COSTS / TIMELINE

Identify the total and all-inclusive cost to complete the project.

## 7 QUESTIONS / REQUESTS

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Any questions or requests for clarification regarding this proposal should be sent by e-mail to Sean White, Russian River Flood Control and Water Conservation Improvement District, at [rrfc@pacific.net](mailto:rrfc@pacific.net). All related inquiries should be sent at least seven days prior to the submittal deadline. We will respond to all questions or clarification requests with copies sent to all parties who have confirmed their interest in the proposal.

## 8 INDEMNIFICATION

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The Russian River Flood Control and Water Conservation Improvement District will require the successful bidder to indemnify the District.

## 9 INSURANCE

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The Russian River Flood Control and Water Conservation Improvement District will require the successful bidder to provide insurance as follows. These provisions will become contractual obligations. Consultant shall not perform any work under the Contract until it has obtained insurance complying with the provisions of this section, and delivered a copy of each insurance certificate to the District. Consultant shall maintain said insurance in force with the following coverages:

### 9.1 PROFESSIONAL LIABILITY INSURANCE

Contractor shall maintain professional liability "errors and omissions" insurance with limits of liability of not less than \$100,000 per occurrence to cover all services rendered by Contractor pursuant to this contract.

### 9.2 COMPREHENSIVE LIABILITY INSURANCE AND AUTOMOBILE INSURANCE

Consultant shall maintain comprehensive general and automobile liability insurance, which shall cover claims arising from bodily and personal injury, including death resulting therefrom, and damage to property, resulting from any act or occurrence arising out of Consultant's operations in the performance of the contract, including, without limitation, acts involving automobiles. The policies shall provide not less than \$1,000,000.00 single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage. The following endorsements must be attached to the policy:

- If the policy covers on an "accident" basis, it must be changed to an "occurrence" basis.
- The Comprehensive Liability Insurance policy must cover personal injury as well as bodily injury.
- The Comprehensive Liability Insurance policy must have blanket coverage of contractually assumed liability, subject to the limitations of the policy.
- Russian River Flood Control and Water Conservation Improvement District (RRFC), its officers, employees, and agents shall be named as additional insureds under the Comprehensive Liability Insurance policy, and the policy shall provide that the insurance will operate as primary insurance and that no other insurance effected by RRFC will be called upon to contribute to a loss hereunder.

### 9.3 WORKERS' COMPENSATION COVERAGE

In accordance with the provisions of Labor Code Section 3700 et seq. Consultant is required to be insured against liability for workers' compensation or to undertake self-insurance. Consultant agrees to comply with such provisions before commencing performance of the work covered by this Contract.

### 9.4 CERTIFICATION OF COVERAGE

Prior to commencing work under the contract, Consultant shall furnish certificates for each insurance policy required, stating that the policy will not be canceled or reduced in coverage or changed in any other material aspect without thirty (30) days prior written notice to the District.

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Operating Revenues	July-15	August-15	September-15	October-15	November-15	December-15
1280 Domestic Payments from Water Sales	39,388.51	39,164.72				
1260 Irrigation Payments from Water Sales	14,539.75	26,346.45				
4305 Late Notices (Domestic)	1,155.00	1095.00				
4310 Doorhanger Fees (Domestic)		840.00				
4315 Admin Fees (Domestic) Backflow/Annual	-10.00	310.00				
4320 Return Check Fees						
4330 Meter Fees (Domestic) 1336 x \$20.00	26,720.00	26,720.00				
4330 Meter Fees (Domestic) (2") 9x\$40.00	360.00	360.00				
4331 Meter Fees (Irrigation) 2" 102 x \$35.00	3,570.00	3570.00				
4331 Meter Fees (Irrigation) 4" 6" 94 x \$55.00	5,170.00	5170.00				
4335 Re-connect Fees (Domestic)		300.00				
4340 Late Notices (Irrigation)	60.00					
4345 Doorhanger Fees (Irrigation)		60.00				
4355 Irrigation Re-connect Fees						
4337 Lien removal fees						
4360 Safe Drinking Water Bond Surcharge	266.40	266.40				
4365 Domestic Penalties Fees for Overage						
<b>Total Operating Revenues</b>	<b>91,219.66</b>	<b>104,202.57</b>				
4500 Property Tax Revenue		1,879.39				
1859 Grant Funding Interitle (1st check)						
1000 Interest Income Checking Account	23.17	23.74				
1180 Interest Income Payroll Account	0.22	0.26				
1110 Water Payment Money Market Account	9.12	9.13				
1120 Interest Income Bureau Reclamation Account	39.86	40.03				
1120 SCIF Refund	27.56					
1160 Interest (Quarterly) LAIF Account	509.87					
1190 Interest Sinking Fund (Depreciation acct)	0.95	0.95				
5695 JPIA Insurance claim check for Truck						
5335 PG&E Refund (Tax Rate Change)	117.82					
5561 ACWA/JPIA Property Program RPA Refund						
<b>Total Income Operating &amp; Non-Operating</b>	<b>91,948.23</b>	<b>106,156.07</b>				
<b>Operating Expenses</b>						
<b>Customer Accounts</b>						
Operating Supplies						
2200 Customer Deposit Other						
2240 Tenant Deposits/Refunds		163.10				
2260 Owners Deposits/Refunds		25.00				
5400 Customers Accounts						
5420 Operating Supplies Customer Accts.						

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Customer Accounts Cont'd	July-15	August-15	September-15	October-15	November-15	December-15
5430 Backflow Prevention Tests & Devices	2,033.00	3,498.50	(reimbursed by customers)			
<b>Pumping</b>						
1530 Surge Tank Overflow/Mitigation						
5118 Operating Supplies						
5120 Power (Master Valve)	17.73	19.14				
5120 Power (Lake Pump Station)	22,268.55	20,091.02				
5130 Repairs & Maintenance						
<b>Water Treatment</b>						
5200 Other						
5220 Mechanical (pumps, pipes, fittings etc)						
5221 Electrical						
5222 Lab Supplies						
5223 Ach						
5224 Chlorine						
5225 Potassium Permanganate						
5226 Zinc Orthophosphate						
5228 Alum						
5229 Filter Media						
5230 Power Costs	936.05					
5235 Solar Power	7,971.77	3,230.14				
5236 Solar Power Repair Project						
5240 Repairs & Maintenance	647.39	278.88				
5250 Water Analysis	970.00					
<b>Transmission &amp; Distribution</b>						
5320 Operating Supplies						
5330 Power (Tomki Road)	78.84	88.69				
5330 Power (East Road)	857.21	810.10				
5335 PG&E Intertie	1,493.54	1,588.92				
5340 Domestic Main Repair						
5341 Irrigation Main Repair						
5342 Repair & Maintenance Dom. Svcs.	2,185.38	8,582.70				
5342.5 Domestic Main Repair						
5343 Transmission Main						
5344 Repair & Maintenance Irrigation Svcs.						
5346 Repair & Maintenance Other						
5350 Telemetry						
5355 New Installation Costs						
5365 Tank Maintenance						



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General & Administrative Continued	July-15	August-15	September-15	October-15	November-15	December-15
5575 ICMA (employer)	1,146.16	1,146.16				
2180 Payroll Taxes (employers share)	1,737.07					
5500 Board Meetings/ Minutes/Recording Secretary	193.75	25.00				
5500 Election Costs		330.74 (Costs not going to election)				
5500 LAFCO (RV share of 2001-2012 Budget						
5500 Miscellaneous						
5500 ACWA/JPA Ins. Check/Surge tank overflow						
5510 Payroll (net all employees)	15,634.50					
5510.1 Payroll Willow W.D.						
5520 Bank Service Charges		92.50				
5522 Return Checks		7.00				
5523 Return Check Bank Fee						
5540 Dues, Fees, Subscriptions	162.56	2,000.00	MCIW&P Annual Dues			
5550 Equipment Rental/Copier/Maintenance	344.82	17.80				
5560 Health Insurance	5,227.07	5,227.07				
5560.1 Willow Employee Health Insurance						
5561 Property Program						
5562 Auto Insurance & General Liability						
5564 State Comp. Insurance	1,241.25	917.67				
5565 Field Uniforms						
5572 Loan Interest Expense						
5580 License & Permits/CDPH		500.00	SWRCB - NPDES Permit fees			
5590 Text Book & Training		60.00				
5595 Employment Advertising						
5600 Office Supplies	243.20	62.03				
5605 Operating Supplies						
5610 Postage	593.14	341.23				
5620 Printing						
5625 Discount for Irrigation credit to customers for 2014						
5630 Website Fees						
5631 Legislative Consultant						
5632 Professional Fees Acct./Payroll Masters	152.32	167.32				
5633 Core Billing/Badger Service Contracts	840.00					
5634 Professional Fees Audit		4,500.00				
5636 Professional Fees Legal	135.58	825.48				
5638 Professional Fees Engineering						
5639 Engineering/School Way Bridge						
5640 Repairs & Maintenance Other						
5642 Repairs & Maintenance Building						

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General & Administration continued	July-15	August-15	September-15	October-15	November-15	December-15
5644 Repairs/Computer Equipment/Satellite	99.95	99.95				
5646 Repairs Equipment						
5650 Small Tools & Equipment	752.35	480.85				
5652 Safety Equipment		98.86				
5670 Business Lunch						
5674 Travel Expense Board/Recording Secretary/Staff	43.14	59.88				
5680 Garbage/Pest Control	55.17	135.17				
5685 Security Fees	52.95	105.90 (2 months)				
1020 Petty Cash						
<b>Communications</b>						
5660 Answering Svc/Tri Cities	221.72	263.08				
5660 Pacific Internet	60.00					
5660 ISAN, AT&T	118.10	129.55				
<b>Vehicle</b>						
5690 Fuel	1109.89	420.10				
5695 Maintenance	2072.45	505.00				
5696 New Vehicle Payments						
Total Expenses (Operating)						
<b>Water System Fees</b>						
1620 County Clerk Recorder/filing/place of use						
1720 SWRCB Water Rights Filing Fees						
2800 State Dept. of Water Resources						
Dept. of Transportation Encroachment Permit						
4500 M. C. Property Tax Admn. Svc. Fee						
MCIW&PC Annual Fee						
1730 Dam Feasibility Study						
1664 Watershed Sanitary Survey						
5000 MCRRFCD Water Purchases						
5000 Calpella/Millview Interlie purchases	10,503.43	13,825.58				
State Board Equalization (Mill Creek)						
1668 State Board Equalization (West Fork)						
State Board Equalization (Lake Mendocino)						
State Board Equalization Place of use Lk Mendocino Diversion						
<b>Capital Expenses</b>						
1640 West Fork						
1735 Operating Equipment - Excavator						
1821.1 Pumping Plant Building & Improvement		1,207.51				
1821.2 Pressure Filters						

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Capital Expenses continued	July-15	August-15	September-15	October-15	November-15	December-15
1821.3 Production Pumps						
1821.4 Clarifiers						
1821.5 WTP Road Maintenance Project						
1821.6 Backwash Return Pump						
1822.3 Clarifier Sludge Valve Project						
1822.5 Potassium Feed						
1822.9 WTP Upgrade						
1824 Radio Reads-Meters						
1824.5 Capital tank repair		63,545.50				
1830 Ground Water Study						
1831 Pond Research						
1833 Water Reliability						
1840 Equipment/Operations						
1850 Conservation						
1856 Scada Upgrades	5,135.00					
1858 School Way Bridge Project		4,438.08				
1859 B&R - Interite Calpella-Millview/Wipfl/Lacco/Ukiah Const.						
1859.5 Interite - Ukiah Construction-Pace Supply						
1865 Merger/annexation RRFCO						
<b>Total Expenses (Capital &amp; Operating)</b>	<b>87,335.03</b>	<b>139,911.20</b>				
R.H. & Son Backflow tests (reimburse by customers)	-2,033.00	-3,498.50				
Return checks and bank fees (reimburse by customers)		-99.50				
Safe Drinking Water Bond (reimbursed by customers)						
Minus FEMA Project Expense						
Conservation Fund (To be reimbursed)						
<b>Total Expenses excluding projects to be reimbursed</b>	<b>85,302.03</b>	<b>136,313.20</b>				
Projected Water Purchases	11,539.09	7,806.70				
<b>Total Expenses + Projected Water Purchases</b>	<b>96,841.12</b>	<b>144,119.90</b>				
5700 Depreciation Expense	22,300.00	22,300.00				
<b>Total Expenses + Depreciation Expense</b>	<b>119,141.12</b>	<b>166,419.90</b>				
Calendar Year Total Income	1,095,596.99					
Calendar Year Total Expense	-976,970.54					
Calendar Year Net Income	118,626.45					
F/Y Total Income	198,081.13					
F/Y Total Expense	-285,561.02					
F/Y Net Income	-87,479.89					

\*Includes projected water purchases + depreciation expense from Jan 2015

\*Includes projected water purchases + depreciation expense from July 2015