

KENWOOD FIRE PROTECTION DISTRICT
9045 Sonoma Highway
P.O. Box 249
Kenwood, CA 95452

AGENDA

REGULAR DISTRICT BOARD OF DIRECTORS MEETING

Masks must be worn while indoors during the meeting regardless of vaccination status

Location: 9045 Sonoma Hwy. Kenwood

Agendas and Board Packets are available at our website: kenwoodfire.com

DATE: September 15, 2021 @ 4:00 pm

1. CALL TO ORDER

- a. Swear in new Directors Uboldi & Atkin

ATTENDEES: Cooper, Doss, Moretti, Atkin, Uboldi and Bellach

2. MINUTES OF PREVIOUS MEETING:

ROSTER REPORT: 19 Volunteers, 6 Part Time & 5 Full-Time

3. APPROVAL OF CLAIMS:

PUBLIC APPEARANCES: An opportunity for anyone to speak to the Board on subjects not on the regular agenda. The Board will not make a decision on the subject unless it is of a routine nature.

4. ACTION ITEMS/OLD BUSINESS:

- a. Approve FY21-22 CAP Budget
- b. Approve FY21-22 OPS Budget
- c. Approve KPF MOU FY21-22
- d. Approve CALFIRE agreement for grant – Resolution 21-22-01
- e. Approve \$300.00 for a Kenwood Press Insert regarding, plus printing fees.
- f. Review plans for new Septic
- g. Approve Asphalt Quote and Repairs

NON-ACTION ITEMS/CHIEF'S REPORT:

1. Follow-up on meeting-Preliminary Funding from the County
2. SCFDA Meeting update

GOOD OF THE ORDER:

ADJOURN:

**KENWOOD FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
AUGUST 10, 2021**

**MASKS MUST BE WORN WHILE INDOORS DURING THE MEETING REGARDLESS
OF VACCINATION STATUS.**

MEETING: Meeting called to order at 16:04 hrs. Directors Cooper, McIntosh, Doss, Moretti, Gruchawka and Chief Bellach were present. Consultant Dennis Rosatti was also in attendance.

MINUTES: MSP Cooper/Moretti to approve the minutes of July 13, 2021.

ROSTER REPORT: 19 Volunteers, 6 Part-Time & 5 Full-Time.

CLAIMS: MSP Cooper/Doss to approve CR #20-21-02 for \$66,866.08 and payrolls 7/2/21 for \$23,119.60 and 7/16/21 for \$23,266.55 and 7/30/21 for \$24,417.16.

OLD BUSINESS: MSP Doss/Cooper to move forward with the Association room upgrades. Murphy beds and repairing walls and floor as needed. Bed cost would be approximately \$2,670.00 and Association Room upgrades would be approximately \$3,830.00.

MSP Cooper/McIntosh to approve keeping the Board meetings at 4:00 pm on the 2nd Tuesday. Director Moretti added that we should revisit this topic from time to time and maybe adjust it as needed. Director Doss stated that whenever we have a public hearing or special meeting, times would be changed.

Chief Bellach reported that we are working on some upgrades and changes for the water tender. We are getting numbers together for all the upgrades and are currently at \$125,000.00 - \$150,000.00 including a repaint for \$15,000.00. A brand new water tender cost is around \$310,000.00. Chief Bellach suggested that we table this item and take a look at the repairs and costs at the next meeting and make a recommendation.

CHIEF'S REPORT: Chief Bellach reported that all stakeholders are still in conversation with the County and the Fire Ad Hoc group to determine what the exact needs of each agency are, as well as the county needing to clarify some information. As of now, Kenwood is planning on receiving around \$180,000.00 a year for stabilization. More to follow. Chief Bellach stated he would like to have one Board member attend the next meeting. Director Moretti asked to get notification as soon as we schedule one. Director Cooper agreed to having a Board member attend the next meeting and suggested that Director Doss would be the good choice to attend the meetings.

Dennis Rosatti reported on the Polling Survey done on July 13 & 14. We had 1,226 possible voters to contact. Due to the amount of information on hand, only 700 voters had phone

numbers. At the beginning of the questions, it was found that (+-)73% of the voters would support a parcel tax. At the end of the questions, it was found (+-)86% of the voters would support a parcel tax.

Chief Bellach reported that he would like to transfer \$100,000.00 from the Cap fund to the Ops fund for capital improvements. Some of the improvements would be: Solar Attic Vents, asphalt sealing and striping, septic work and VJB well abandonment. The Financial Ad Hoc group will meet before next month's meeting to take a look at the budget.

Director Doss reported that the Facility Ad Hoc Committee met August 9, 2021. Adobe had some questions regarding our needs for the station. Needs being the number of people sleeping here, number of meetings with maximum amount of people at one time. Chief Bellach will be giving Adobe these answers, so that we are able to figure out what's next and what is possible for our expansion.

Chief Bellach reported that Director McIntosh has announced his retirement from the Board, effective immediately. Dennis has been with the District for the last 40 years. Director Gruchawka will also be resigning from the Board, effective immediately, due to not being able to live in the District anymore. Chief Bellach stated we will search for 2 new Board members for the next two weeks and if we cannot appoint 2 new Board members, we will go live with a public notice.

GOOD of the ORDER: None.

Respectfully submitted,

Attest:

KENWOOD FIRE DISTRICT
718106 Final
KENWOOD FIRE-CAP REPLACE

FAMIS Sub Object	EFS Account	Enterprise Financial System (EFS) Descriptions	FY2021-22 Preliminary Budget	FY2021-22 Final Budget
1700		Interest on Pooled Cash	17,794	17,794
17		Total Use of Money/Property	17,794	17,794
4620	47101	Transfers In - within a Fund	0	0
		Grand Total Revenues	17,794	17,794
8510		CIP - Bldg & Impr	0	0
8560		Machinery and Equipment	0	0
85		Total Capital Assets	0	0
8640		Operating Transfer Out	0	100,000
86		Total Operating Transfer	0	0
		Grand Total Expenditures	0	100,000
		Increase/(Decrease) to Fund Balance	17,794	(82,206)

**FY 2021-22 Final Budget Summary
KENWOOD FIRE DISTRICT
718106
KENWOOD FIRE-CAP REPLACE**

(1)*	Actual Beginning Fund Balance @ 7/1/21:	2,412,665
(2)	Plus: Budgeted FY 2021-22 Revenues: (total from attached worksheet)	17,794
(3)	Less: Budgeted FY 2021-22 Expenditures: (total from attached worksheet)	100,000
(4)*	Estimated Ending Fund Balance @ 6/01/22:	2,330,459
(5)	Preliminary Budget Approval Date: (Please have your Board Members sign below or attach resolution confirming approval)	9/15/2022

Board Member

Board Member

Board Member

Board Member

Board Member

* If District Fund Balance is separated into multiple categories, each district should keep records to identify how much beginning and ending fund balance is available for each fund balance category and should work with their external auditors to identify appropriate GASB 54 fund balance classifications.

KENWOOD FIRE DISTRICT
718015 Final
KENWOOD FIRE DISTRICT

FAMIS Sub Object	EFS Account	Enterprise Financial System (EFS) Descriptions	FY2021 - 22 Preliminary Budget	FY2021 - 22 Final Budget
1000	40002	Prop Tax - CY, Secured	836,246	888,818
1001	40003	Direct Charges - CY	42,767	46,260
1011	40012	SB2557 Prop Tax Admin	0	0
1020	40111	Supplemental Prop Taxes - CY	8,372	8,372
1040	40101	Prop Taxes - CY, Unsecured	26,021	26,021
1042	40105	Collect Cost Del CY Unsecured	0	0
1060	40201	Prop Taxes - PY, Secured	0	0
1061	40202	Direct Charges - Prior Year	516	516
1080	40221	Supplemental Prop Taxes - PY	0	0
1100	40211	Prop Taxes - PY, Unsecured	72	72
10		Total Taxes	913,994	970,059
1460		Licenses - Other	0	0
13		Total Licenses/Permits/Franchises	0	0
1700	44022	Interest in Pooled Cash	72	72
17		Total Use of Money/Property	72	72
2081	42358	State Other Funding	5	5
2440	42291	State Homeowners Prop Tax Relf	2,511	2,511
2580	42360	State Grant Revenue	0	0
2852	42441	Federal FEMA Disaster Funding	0	0
20		Total Intergovernmental Revenues	2,516	2,516
3661	45311	Other Fire Services/Inspections WUI	13,000	13,000
3700	45533	Reprographics Photocopy	50	50
3980	46200	Revenue Appl PY Misc Revenue	0	0
30		Total Charges for Services	13,050	13,050
4020	46003	Sales Non Taxable	0	0
4021	46003	Sale-Real Property	0	0
4109	46050	Cancelled/State Dated Warrants	0	0
4640		Operating Transfer In	0	100,000
40		Total Misc Revenues/Transfers	0	100,000
		Grand Total Revenues	929,632	1,085,697
5910	50701	Perm Position - Local Bds	451,870	494,152
5911	50702	Extra Help - Local Bds	55,000	55,000
5912	50709	Overtime-LOC Bds	60,000	61,770
5913	50704	Boards/Commissions - Local Bds	1,550	1,550
5914		Volunteer Stipends	15,000	15,000
5922	50753	FICA Retirement - Local Bds	15,000	15,000
5923	50755	PERS - Local Bds	100,510	110,842
5924	50756	Medicare - Local Bds	8,500	8,500
5930	50801	Health Ins - Local Bds	139,294	139,294
5940	50808	Worker's Comp - Local Bds	45,000	45,000
50		Total Salaries/Benefits	891,724	946,108
		FAMIS Descriptions		
6020		CLOTHING/PERSONAL	6,000	6,000
6021		UNIFORM EXPENSE	1,500	1,500
6022		SAFETY CLOTHING	10,000	10,000
6040		COMMUNICATIONS	9,500	9,500
6080		HOUSEHOLD EXPENSE	4,500	4,500
6100		INSURANCE	14,200	19,500
6140		MAINTENANCE-EQUIPMENT	19,600	19,600
6180		MAINT-BLDGS/IMP	9,000	9,000
6280		MEMBERSHIPS	5,300	5,300
6400		OFFICE EXPENSE	4,500	4,500
6457		COMPUTER CHARGES	7,900	7,900
6461		SUPPLIES/EXPENSES	5,000	5,000
6500		PROFESSIONAL/SPECIAL SERVICES	10,000	10,000
6521		COUNTY SERVICES	0	0
6526		DISPATCH SERVICES	0	1,676
6576		ACTUARIAL SERVICES	6,300	6,300
6587		LAFCO CHARGES	2,000	2,000
6630		AUDIT/ACCOUNTING SERVICES	8,000	8,000
6637		PROP TAX ADMIN FEE	500	500
6800		PUBLIC/LEGAL NOTICES	1,000	1,000
6880		SMALL TOOLS/INSTRUMENTS	7,100	7,100
7005		ELECTION EXPENSE	5,000	42,000
7120		TRAINING-INSERVICE	9,500	9,500
7201		GAS/OIL	14,420	14,420
7300		TRANSPORTATION/TRAVEL	2,500	2,500
7320		UTILITIES	15,500	15,500
60		Total Services/Supplies	178,820	222,796
8510		BUILDINGS/IMPROVEMENTS	10,000	10,000
8560		EQUIPMENT	10,000	10,000
85		Total Capital Assets	20,000	20,000
8620		UNCLM-OT-WITHIN A FUND	0	100,000
8642		GENERAL-TO-TRUST	0	0
86		Total Other Financing Uses	0	100,000
9000		APPROPRIATIONS FOR CONT	15,000	15,000
90		Total Appropriations for Contingencies	15,000	15,000
		Grand Total Expenditures	1,105,544	1,303,904
		Increase/(Decrease) to Fund Balance	(175,912)	(218,207)

**FY 2021-22 Final Budget Summary
KENWOOD FIRE DISTRICT
718015**

	Prop 4 Limit	\$748,225
(1)*	Actual Beginning Fund Balance @ 7/1/21:	\$1,527,361
(2)	Plus: Budgeted FY 2021-22 Revenues: (total from attached worksheet)	\$1,085,697
(3)	Less: Budgeted FY 2021-22 Expenditures: (total from attached worksheet)	\$1,303,904
(4)*	Estimated Ending Fund Balance @ 6/30/22:	\$1,309,154
(5)	Preliminary Budget Approval Date: (Please have your Board Members sign below or attach resolution confirming approval)	9/15/2021

Board Member

Board Member

Board Member

Board Member

Board Member

* If District Fund Balance is separated into multiple categories, each district should keep records to identify how much beginning and ending fund balance is available for each fund balance category and should work with their external auditors to identify appropriate GASB 54 fund balance classifications.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE KENWOOD FIRE PROTECTION DISTRICT**

AND

KENWOOD FIRE PROTECTION DISTRICT PROFESSIONAL FIREFIGHTERS'

FOR THE PERIOD OF

JULY 1, 2021 THROUGH JUNE 30, 2022

CAPTAIN / ENGINEER

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DEFINITIONS

1. ANNIVERSARY DATE - Shall mean the first day of the month an employee is employed, or the first day of the month an employee is promoted.
2. BOARD - Shall mean the Board of Directors of the Kenwood Fire Protection District.
3. CHIEF – As determined by the Board of Directors, shall mean the Fire Chief of the District.
4. DISTRICT - Shall mean the Kenwood Fire Protection District.
5. EMPLOYEES - Shall mean all District employees who are covered by this Memorandum of Understanding.
6. EMPLOYER (also referred to as DISTRICT) - Shall mean the Kenwood Fire Protection District.
7. GRIEVANCE – Shall mean any dispute which involves the interpretation or application of any provisions of this Memorandum of Understanding; disciplinary action; or rules, regulations, resolutions, ordinances and existing practices which govern personnel practices and working conditions.
8. MANAGEMENT - Shall mean the Board of Directors and Chief Officers of the Kenwood Fire Protection District.
9. PROFESSIONAL FIREFIGHTERS - Shall mean Safety Employees known as the Kenwood Professional Firefighters.
10. RETIREMENT - Shall mean a condition by which an employee has terminated their employment, with the District, by retiring through the CalPERS Retirement System.

GENERAL PROVISIONS

ARTICLE 1 PREAMBLE

This Memorandum of Understanding is between the Kenwood Fire Protection District (hereinafter referred to jointly as the "District") and the Kenwood Professional Firefighters'. Formed on June 13, 2017

This Memorandum of Understanding shall be presented to the Kenwood Fire Protection District Board of Directors as recommendations of the undersigned for salary and fringe benefit adjustments for the period commencing on **July 1, 2021 through June 30, 2022**

This Memorandum of Understanding has been arrived at as a result of meeting and conferring in good faith under the provisions of Section 3500-3509 of the Government Code of the State of California and Kenwood Fire Protection District Resolution No. 16-17-04.

ARTICLE 2 RECOGNITION

1. The District recognizes the Kenwood Professional Firefighters', as the recognized and exclusive representative for the following District employee classifications:

Fire Captain and Engineer

2. This recognition is exclusive of (4) full-time employees

3. The District agrees to meet and confer and otherwise deal exclusively with the Kenwood Professional Firefighters Association, on all matters relating to the scope of representation under the Meyers-Milias-Brown Act (Government Code Section 3500 et Seq.).

ARTICLE 3 SEVERENCE

1. If any provision of this Memorandum of Understanding should be found invalid, unconstitutional, unlawful, or unenforceable by reason of any existing or subsequently enacted constitutional or legislative provision or by final judicial authority, the offending provision shall be severed, and all other provisions of the agreement shall remain in full force and effect for the duration of the agreement.

2. In the event that any provision of the Memorandum of Understanding should be found invalid, unconstitutional, unlawful, or unenforceable, the District and Kenwood Professional Firefighters' agree to meet and confer in a timely manner in an attempt to negotiate a substitute provision. Such negotiations shall apply only to the severed provision of the agreement and shall not in any way modify or impact the remaining provisions of the existing Memorandum of Understanding.

ARTICLE 4 SOLE AGREEMENT

1. The policies collected in the Memorandum of Understanding constitute the entirety of the policies which are subject to the meet and confer obligation as agreed to by the parties.

2. The District and Kenwood Professional Firefighters' agree that if any provision addressing wages, hours, and terms and conditions of employment negotiable under the Meyers-Milias-Brown Act is found outside this Memorandum of Understanding and in conflict thereof, then this Memorandum of Understanding shall prevail.

3. If, during the term of the Memorandum of Understanding, the parties should mutually agree to modify, amend, or alter the provisions of this Memorandum of Understanding in any respect, any such change shall be effective only if and when reduced to writing and executed by the authorized representatives of the District and Kenwood Professional Firefighters'. Any such changes validly made shall become part of the Memorandum of Understanding and subject to its terms.

4. The waiver or breach of any condition of this Memorandum of Understanding shall not constitute a precedent in the future enforcement of all terms and conditions herein.\

ARTICLE 5 CONCLUSIVENESS

1. The District and Kenwood Professional Firefighters' agree that during the negotiations which resulted in this Memorandum of Understanding, each had an unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of representation; therefore, during the term of this agreement, the District and Kenwood Professional Firefighters' shall not be obligated to meet and confer on any matter:

- (a) if not specifically referred to as open for further negotiation in this Memorandum of Understanding;
- (b) whether or not the matter was within the knowledge or contemplation of either party at the time of negotiations;
- (c) whether or not the matters were proposed and later withdrawn during negotiations.

ARTICLE 6 FULL FORCE AND EFFECT

1. All wages, hours, and terms and conditions of employment which are negotiable subjects of bargaining under the Meyers-Milias-Brown Act, including those set in this Memorandum of Understanding, shall remain in full force and effect during the term of this Memorandum of Understanding unless changed by mutual agreement.

2. The District and Kenwood Professional Firefighters' will abide by the Meyers-Milias-Brown Act where and when it applies to members of Kenwood Professional Firefighters'.

3. This Memorandum of Understanding will be automatically renewed from year to year thereafter unless either the District or Kenwood Professional Firefighters' notify the other, in writing, at least one-hundred-twenty (120) days prior to the annual anniversary date that it desires to modify the agreement. In the event that such notice is given, negotiations shall begin no later than ninety (90) days prior to the anniversary date.

ARTICLE 7 MANAGEMENT RIGHTS

1. Except as expressly modified or restricted by a specific provision of this Memorandum of Understanding, all statutory and inherent managerial rights, prerogatives, and functions are retained and vested exclusively in the District, including, but not limited to, the rights, in accordance with its sole and exclusive judgment and discretion:

- to reprimand, suspend, discharge, or otherwise discipline employees for cause;
- to hire employees, determine their qualifications and assign and direct their work;
- to promote, demote, transfer, layoff, recall to work and retire employees;
- to maintain the efficiency of operation;
- to determine the personnel, methods, means and facilities by which operations are conducted;
- to set standards;
- to use independent contractors (in accordance with requirements of Meyers-Milias-Brown Act);
- to close down or relocate the district's operations or any part thereof;
- to expand, reduce, alter, combine, transfer, assign or cease any job, department, operation, or service;
- to control and regulate the use of machinery, facilities, equipment and other property of the District;
- to introduce new or improved research, service and maintenance and methods, materials, machinery and equipment;
- to issue, amend and revise policies, rules, regulations and practices;
- to take whatever action is either necessary or advisable to determine, manage and fulfill the mission of the District and to direct the District's employees.

ARTICLE 8 HOURS OF WORK

1. The weekly duty schedule for Fire Captains and Engineers shall be forty-eight (48) consecutive on duty hours, followed by ninety-six (96) consecutive off duty hours under a three platoon system. This is based upon a forty-eight (48) hour shift and a three (3) platoon system. This schedule is referred to as a 48 x 96.

2. For the efficient operation of the District shift personnel, upon written notification, may be temporarily reassigned by the Chief to a forty (40) hour work week schedule. Reasons for reassignment may include: light duty, as a result of a workers' compensation injury; schools and seminars; special administrative assignment; disciplinary action; or probationary orientation/training. Shift personnel reassigned to a forty (40) hour work week shall continue to accrue all benefits based on the fifty-six (56) hour work week.

3. If a reduction in the weekly duty schedule, different from that specified above, is mandated by legislative or judicial action, the parties to this Memorandum of Understanding shall meet and confer concerning the effect of the reduction in the weekly duty schedule or such fringe benefits as vacation and sick leave.

ARTICLE 9 OVERTIME

1. Contractual Overtime Defined:

~~1. Overtime hours worked will be compensated by payment as outlined in paragraph (2) and (3) of this Article.~~

Employees who are assigned or required to work hours, in addition to their regular work schedule, shall be compensated at the rate of one and one-half (1-1/2) times their hourly base rate. (i.e. full or partial shift coverage, recall to duty, participation in special projects or details, attendance at schools or training sessions, and as an assigned member of an authorized District committee).

The District will round hours worked to the nearest fifteen (15) minute increment. Sick leave and vacation, count as hours worked for purposes of contractual overtime

~~Employees who receive compensation under the provisions of this Article will receive that compensation in thirty (30) minute increments for the first hour and for all succeeding hour(s).~~

2. FLSA Overtime Defined

Notwithstanding the contractual overtime benefit described above, the District has adopted a partial overtime exemption pursuant to 29 U.S.C. 207(k) of the Fair Labor Standards Act (FLSA) that is twenty-eight (28) days in length for all eligible employees regardless of rank. The FLSA overtime threshold for the District's 28-day 207(k) work period is 212 hours actually worked in the 28-day work period. If the District is required to compensate employees with additional pay to comply with its FLSA overtime obligations, it will appear on the employee pay stubs as an "FLSA Adjustment." The District's 28-day work period encompasses two bi-weekly pay periods.

3. Scheduled Overtime Hours

Based on the 48 x 96 work schedule and the District's 28-day 207(k) work period, Fire Captains and Fire Engineers are regularly scheduled to work an average of 224 hours per work period, resulting in an average of twelve (12) hours of regularly scheduled FLSA overtime per work period, which equates to six (6) hours of regularly scheduled FLSA overtime per bi-weekly pay period. Because the District has already reported the "straight-time" component of these hours to CalPERS as salary, for pension purposes the District reports an additional six (6) hours of one half (0.5) times the employee's hourly base rate per bi-weekly pay period to CalPERS to account for scheduled FLSA overtime hours. This totals three hours of reportable base pay per bi-weekly pay period. (6 x 0.5 = 3.)

4. Time Spent in Authorized District Committee Meetings

- (a) Employees who are assigned to participate as a member of an authorized District committee, will be compensated a minimum of three (3) hours overtime for those meetings that they attend.

5. Prior Approval Required

Unless required due to emergency, all overtime must be authorized in writing by the Fire Chief or designee prior to being worked.

PAY PROVISIONS

ARTICLE 10 SALARY

1. The Salary Plan, as contained in Appendix 'A', shall be amended for all classifications listed in Article 2 [REGOGNITION], effective July 1, 2021 Appendix 'A' is hereby incorporated in and made a part of this Memorandum of Understanding.
2. Newly hired employees, to the position of the Fire Captain and Engineer class, will be eligible to advance from Step A to Step B after eighteen (18) months of employment, and shall serve in each succeeding Step for a period of one (1) year before advancing to the next step on their anniversary date.
3. Advancement to the next pay Step will be based on a satisfactory performance evaluation, Fire Captains and Engineers must also successfully complete an administrative assignment (s).
4. ~~For the purposes of the "FLSA", vacation, sick leave and compensatory time off shall be considered time worked.~~

ARTICLE 11 PAY FOR WORK OUT OF CLASSIFICATION

1. An employee who is temporarily required to serve in a regular authorized position in a classification with a higher salary range (higher classification) than such employee currently serves in shall be compensated higher base wages in accordance with the following terms and conditions:
 - a) The employee must assume the responsibilities of the higher classification.
 - b) The employee's time worked in a higher classification shall not be counted toward the completion of probationary requirements in the higher classification
 - c) An employee satisfying the terms and conditions shall be compensated at the minimum base wages established for the higher classification. In no event shall such employee receive an amount greater than the base wages for the bottom step for the higher classification. However, if the base rate of a higher classification is less than the employee's current rate, a bump up to the next rate will be allowed.

ARTICLE 12 HOLIDAYS

1. Recognized Holidays include:

New Year's Day - January 1st
Martin Luther King's Birthday - third Monday of January
Lincoln's Birthday - February 12th
Washington's Birthday - third Monday of February
Memorial Day - last Monday of May
Independence Day - July 4th
Labor Day - first Monday of September
California Admission Day - September 9th
Columbus Day - second Monday of October

Veterans' Day - November 11th
Thanksgiving Day - fourth Thursday of November
Christmas Day - December 25th

(a) And every day appointed by the President of the United States or the Governor of the State of California., which is observed by employees of the appointing authority (e.g. Federal employees are given the day off if the President declares a holiday).

2. Fire Captains and Engineers shall receive pay for the recognized holidays whether scheduled on or off duty, by the following formula:

- Effective July 1, 2019, twelve (12) hours pay per holiday not to exceed one hundred and forty-four (144) hours per year.

(a) Holiday pay will be paid to employees on the pay period each holiday falls within.

4. Employees who are on duty on either a holiday or Sunday will follow the holiday routine outlined in the District procedures, which shall include:

- Daily apparatus and equipment check.
- Normal station duties and routine for cleanliness.
- Emergency equipment repair.
- Response to incidents.
- Completion of all required forms and reports.

2. The District reserves the right to utilize Management or Administrative staff to cover stations when personnel are attending day time schools, training sessions, meetings and similar events.

ARTICLE 13 RETIREMENT PLAN

1. The retirement plan in effect on the effective date of this Memorandum of Understanding for employees covered by the Memorandum of Understanding is (CalPERS) California Public Employees' Retirement System and will remain in effect for the duration of this Memorandum of Understanding, unless the parties, as herein below provided, agree otherwise.

2. The District and the Kenwood Professional Firefighters agree to contribute their proportional shares towards employees' retirement in accordance with the annual "CalPERS Employer and Employee Contribution Rate", which is as follows:

Fiscal Year 2016-17 equals 23.582% (Employer Rate 12.082% - Employee Rate 11.500%) PEPR
Fiscal Year 2017-18 equals 23.490% (Employer Rate 11.990% - Employee Rate 11.500%) PEPR
Fiscal Year 2017-18 equals 24.928% (Employer Rate 15.928%- Employee Rate 9%) CLASSIC
Fiscal Year 2018-19 equals 23.641% (Employer Rate 12.141%- Employee Rate 12.00%) PEPR
Fiscal Year 2018-19 equals 25.704% (Employer Rate 16.704%- Employee Rate 9%) CLASSIC
Fiscal Year 2019-20 equals 23.641% (Employer Rate 12.141%- Employee Rate 12.00%) PEPR
Fiscal Year 2019-20 equals 25.704% (Employer Rate 16.704%- Employee Rate 9%) CLASSIC
Fiscal Year 2020-21 equals 26.044% (Employer Rate 13.044%- Employee Rate 13.00%) PEPR
Fiscal Year 2020-21 equals 28.214% (Employer Rate 19.214% -Employee Rate 9%) CLASSIC
Fiscal Year 2021-22 equals 26.13% (Employer Rate 13.13%- Employee Rate 13.00%) PEPR
Fiscal Year 2021-22 equals 28.25% (Employer Rate 19.25%-Employee Rate 9.00%) CLASSIC

(a) Employees hire under this agreement are eligible for the following retirement plan. Final compensation is based on CalPERS calculation parameters.

- Safety - 2.7% at 57 (Per PEPR)
- Safety - 2.0% at 50 (Per CLASSIC)

New employees hired on/after 1/1/2013 will receive the Tier Three formula of 2.7% @ 57, three year average final compensation. (*Per AB340 California Pension Reform Act)

ARTICLE 14 SICK LEAVE

1. Fire Captains and Engineers working a fifty-six (56) hour schedule shall accrue sick leave at the rate of seven and one half (7.5) shifts (180 hours) annually, up to a maximum accrual of one hundred-twenty (120) shifts (2880 hours).
2. Sick leave shall be accrued during the first eighteen (18) months of the probationary period, but may only be taken after the twelfth (12th) month of employment.
3. Employees accrue sick leave on a monthly pro-rated basis.
4. With exception of retirement, employees will not be entitled to compensation of accrued sick leave. At retirement, the employee will be compensated for accrued sick leave as follows:
 - (a) If one hundred percent (100%) of benefit has not been attained will be applied towards service credit with CalPERS.
 - (b) If one hundred percent (100%) of benefit has been attained (to be determined by CalPERS), employee will be paid fifty percent (50%) of unused sick leave, up to a maximum of ninety (90) eight-hour days or thirty (30) shifts (720 hours). This is to be paid to the employee in cash at the employee's hourly rate of pay at the time of retirement.
5. Sick leave may be utilized for physical illness or physical incapacity caused by factors over which the employee has no reasonable immediate control. Refer to District criteria and procedures on sick leave usage.
6. Safety employees shall be entitled to use three (3) shifts of their sick leave during the year for the care of newborn infants.
7. The employee shall be entitled to use ten (10) eight hour days or six (6) shifts of their sick leave during the year for the care of immediate family members based on the following criteria:
 - (a) Hospitalization of an immediate family member or member of the immediate household for whom the employee may claim a Federal tax exemption or is responsible for.
 - (b) Care of a member of the immediate family who is seriously ill, incapacitated or injured.
 - (c) Care of newborn infants.
 - (d) Immediate family shall be restricted to those listed in Article 14, Funeral Leave.
8. The District can authorize the use of family sick leave, in excess of ten (10) eight hour days or six (6) shifts, in those instances where it is necessary for an employee to care for an immediate family member who has a serious long term illness, injury or incapacitation. It will be the individual employee's responsibility to request the use of additional accrued sick leave for this purpose. Appropriate documentation of the long term illness, injury or incapacitation is to be submitted to the Chief for consideration.
9. When applicable, "Federal Family Medical Leave" runs concurrently with sick leave.
10. The District has the right to request proof of illness if there is a question of the validity of the illness or the ability of the employee to return to duty.

ARTICLE 15 FUNERAL LEAVE

1. In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same not to exceed six (6) eight-hour, or two (2) regularly scheduled shifts (48 hours). This provision does not apply if a death occurs while the employee is on leave of absence, layoff or sick leave. For the

purposes of this provision, the immediate family shall be restricted to the employee's spouse, father, mother, brother, sister, child, in-laws, grandchildren, grandparents, or domestic partner and any other person regularly residing in the employees home as a family member.

2. Substantiation of the death may be required by the Chief.
3. Funeral Leave applies only to instances in which the employee attends the funeral, or is required to make funeral arrangements, but is not applicable for other purposes such as settling the estate of the deceased.

ARTICLE 16 VACATION

1. Fire Captains and Engineers shall accrue vacation leave as follows:

Years of Service	Shifts	Annual Hours	Cap
1 through 5	8	192	384
6 through 10	10	240	480
11 through 15	11	264	528
16 through 20	13	312	624
21+	14	336	672

2. Vacation leave shall be accrued during the eighteen (18) month probationary period; however, no vacation leave will be granted until the employee has completed one (1) full year of employment based on the employee's anniversary date of hire.
3. Employees accrue vacation leave on a monthly pro-rated basis.
4. Cap On Benefits: Employees are encouraged to use all earned vacation leave each year. The maximum benefits an employee may have at any time shall equal two years' vacation accrual (based on the employee's accrual rate). If the employee's earned but unused vacation leave reaches the maximum, the employee will not accrue any additional benefits. If the employee later uses enough vacation leave to fall below the maximum, he/she will resume earning vacation benefits.
5. Employees who terminate or retire will be paid for their accrued and unused vacation leave at their current hourly rate of pay.
6. Use of vacation time shall be charged to each employee at the rate of one hour for each hour of continued absence the employee would have normally worked. Vacation requests shall be made as outlined in District policy.

ARTICLE 17 MILITARY LEAVE

1. Leave is granted to employees ordered to active military service or training in accordance with the provisions of applicable state and federal law.

ARTICLE 18 SHIFT TRADE

1. Safety employees shall have the right to exchange shifts when approved by the Chief and the change does not interfere with the operation of the District. All trades shall comply with current approved procedures and shall be at no cost to the District.

ARTICLE 19 HEALTH INSURANCE AND EMPLOYEE ASSISTANCE PROGRAM

1. The District currently provides health insurance plans for employees and their eligible dependents. As of June 1, 2017, Health care insurance plans currently include the CalPERS Health Program.
2. The District shall contribute an equal amount equal to 100% of the entire cost of the respective dental and vision insurance coverage. Delta Care USA Gold and VSP Gold for vision.

3. The District shall contribute ~~\$136.00~~ \$143.00 per month as set forth by the Resolution Fixing the Employer's Contribution under the Public Employee's Medical and m Hospital Care Act (PEMHCA).

4. In addition to PEMHCA employer's contribution, the District shall contribute, based on the individual employee's family status, an amount not to exceed specific premium costs associated with the Kaiser Premium HMO Health of \$1,997.45. The Kaiser Premium HMO Health Plan was chosen by Kenwood Professional Firefighters and the administrative staff as the plan to use for a cap.

(a) Employees who choose a health plan that exceeds the limits set herein, will be required to pay the difference in premium through payroll deduction.

5. The District also provides, at no cost to the employee, the "Employee Assistance Program", sponsored by the District Insurance carrier FDAC/FASIS. This provision is not applicable to retiree's.

6. The District will not be liable for costs associated with any other health insurance benefit plans a retired employee joins.

7. The District maintains the right to change health plan providers as circumstances warrant.

8. If the employee elects not to have coverage, under the District's health insurance, the employee must provide proof of coverage under an alternate policy and the employee may be required to provide proof of insurance any time at the discretion of the District.

ARTICLE 20 UNIFORMS

1. All employees in this representation unit who customarily and regularly wear uniforms, prescribed by the Chief, during scheduled duty hours, shall be covered by the following "Uniform Replacement Program". The District shall replace worn or damaged articles of uniform in kind based on the following:

- (a) Uniform shirt, pant, T-shirt, work boots (as opposed to dress shoes) jacket or job shirt as needed.
- (b) Dress uniform, white shirt and black tie, as needed, each five (5) years.

2. Damaged and/or worn articles of uniform shall be turned into the Chief who shall determine if the article warrants replacement. Items damaged as the result of the employee's negligence or carelessness will not be replaced in kind by the District under this program and may not be worn while on duty.

3. As an exception to the foregoing, the District will replace in kind those articles of uniform listed in paragraph (A-1) above which, in the judgment of the Chief, have been damaged or destroyed as the result of unusual circumstances beyond the control of the employee incurred in the performance of his/her official duties.

4. Article of uniform provided under this program shall remain the property of the District and shall be turned into the Chief when replaced in kind or when the employee retires or terminates his/her employment with the District for any reason.

ARTICLE 21 PROBATION

1. All newly hired employees covered by this Memorandum of Understanding shall be required to serve an eighteen (18) month probationary period. An employee may be dismissed for any reason during the probationary period without right of appeal to the grievance procedure.

ARTICLE 22 RESIDENCY

1. There is no residency requirement for employees in this representation unit.

ARTICLE 23 PROFESSIONAL STAFFING LEVELS

District station staffing will meet the following criteria:

1. If an overtime shift becomes available, a Kenwood Professional Firefighter will be hired to fill the shift.
2. Under supervision of Management, Kenwood Professional Firefighters shall manage the overtime relief program.
3. The District reserves the right to utilize management to cover day time hours, 08:00 hours to 17:00 hours, as the need arises.

ARTICLE 24 DISCIPLINARY ACTION

1. The District may dismiss, suspend or demote an employee for just cause. Appeals from disciplinary action should be filed through Grievance Procedures.

ARTICLE 25 LAYOFF AND REHIRE

1. A District employees' departmental seniority date shall be established when the employee is designated as having regular status (as opposed to temporary status) within the District. Where employees are hired or promoted on the same date, the order of seniority either department or classification, shall be based on the respective position each such employee was assigned on the eligibility list (e.g., the employee highest on the eligibility list will be accorded the most seniority).

2. If the need for layoff does arise, said layoff shall come first from the employee with the least departmental seniority regardless of rank.

3. No new employees shall be hired until the laid off employee(s) has been given the opportunity to be reinstated. The last such employee laid off shall be the first rehired, provided not more than eighteen (18) months, per Section 901-A of the "Personnel Selection and Hiring Rules", has elapsed from the date of lay off.

(a) If a former District employee has been separated from the District for a period of more than six (6) months they shall, before being considered for reinstatement, pass a physical examination and be held to the hiring criteria in effect at the time of their layoff.

(b) A reinstated District employee will have six (6) months, from the date of reinstatement, to successfully update all certifications that they held prior to layoff.

ARTICLE 26 GRIEVANCE PROCEDURE

1. Definition: A grievance is any dispute which involves the interpretation or application of any provisions of this Memorandum of Understanding; disciplinary action; or rules, regulations, resolutions, ordinances and existing practices which govern personnel practices and working conditions.

2. A grievance shall be processed in the following manner:

(a) The Professional Firefighters' Grievance Committee, upon receiving a written and signed petition, shall determine if a grievance exists. If in their opinion no grievance exists, no further action is necessary. This does not limit the rights of the individual employee to pursue the grievance on their own.

(b) If a grievance does exist they shall within fifteen (15) business days after the event or at such time that they became aware that a grievable event occurred, with or without the physical presence of the aggrieved employee, present the grievance to the Chief of the District for adjustment.

(c) If within fifteen (15) business days after submission to the Chief, the grievance has not been settled, it shall then be submitted to the Chairman of the Board of Director's "Personnel Committee" for adjustment.

(d) If within fifteen (15) business days after submission to the "Personnel Committee" the grievance has not been settled, the District hereby recognizes the right of the aggrieved employee to seek such further relief as may be granted under California law.

(e) A "Class Action Grievance" may be filed and pursued by any employee.

(f) The individual employee shall have the right to representation at any or all steps of the grievance process.

ARTICLE 27 REPRESENTATION

1. If the employee desires the assistance of a Kenwood Professional Firefighter representative, as provided in Step 2 (b) of Article 30, entitled "Grievance Procedure", the District agrees to permit one (1) representative, designated by the grievant, reasonable time off during regular work hours without loss of compensation or other benefits for the purpose of taking up said grievance. The grievant and/or the authorized Kenwood Professional Firefighter representative shall obtain the approval of the Chief or other authorized management official before leaving his/her duty or work station or assignment for the purpose of processing a grievance.

ARTICLE 28 NON-STRIKE AGREEMENT

1. The members of the Kenwood Professional Firefighters', agree that they will not engage in any strikes, slow-downs, work stoppage, or interfere with the operation of the Kenwood Fire Protection District.

ARTICLE 29 RULES AND REGULATIONS

1. The Kenwood Professional Firefighters', agrees that they shall comply with the District's rules and regulations including those relating to conduct and work performance. The District agrees the application of departmental rules and regulations which affect District employee working conditions and performance shall be subject to the grievance procedure. The Kenwood Professional Firefighters', agrees that the District shall have the right to modify, alter or revise these rules and regulations. In the event the District does modify the rules and regulations, it shall give the Kenwood Professional Firefighters' advance written notice of the revisions, modifications or alterations and shall append a copy of the revised rules and regulations to this Memorandum of Understanding.

ARTICLE 30 NO DISCRIMINATION

1. There shall be no discrimination of any kind because of race, creed, color, national origin, gender, ancestry, political or religious opinion or activities, sexual orientation or marital status, medical condition or disability (as defined in state and federal law) except where physical strength, ability and agility are bona fide occupational qualifications; activities as described in the Meyers-Milias-Brown Act, and, to the extent prohibited by State and Federal law, A.D.A, age (over 40); provided, however, nothing herein shall be deemed to authorize the conduct of political, religious or activities on Employer time or with Employer equipment or Employer supplies.

ARTICLE 31 TERM

1. The term of this Memorandum of Understanding shall be July 1, 2021 through June 30, 2022.

ARTICLE 32 EXISTING BENEFITS CONTINUED

1. Except as provided herein, this Memorandum of Understanding does not modify existing benefits, policies or procedures, nor does it modify provision of the prior Memorandum of Understanding applicable to the employees covered by this Memorandum of Understanding. Such benefits, policies, procedures and provisions as remain unmodified shall continue in full force and effect throughout the term of this Memorandum of Understanding.

2. Neither party hereto waives the right in future negotiations, to raise or urge additions, amendments, revisions, deletions, or other changes to any provisions herein.

IN WITNESS WHEREOF, the parties hereby have executed this Memorandum of Understanding this day of _____

Kenwood Professional
Firefighters'

Kenwood Fire
Protection District

By: _____
Japen Soto, Fire Captain Date

By: _____
August Moretti, President Date

By: _____
Scott Meyer, Fire Captain Date

By: _____
Daren Bellach, Clerk Date

By: _____
Bob Molesworth, Engineer Date

By: _____
Dean Martin, Engineer Date

APPENDIX 'A'
SALARY PLAN
MONTHLY SALARIES

July 1, 2021 through June 30, 2022

All classifications reflect salary increase or modification as follows:

Fire Captain: 07/01/2021-06/30/2022

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Annual	68,108.07	71,513.48	75,089.15	78,843.61	82,785.79
Monthly	5,675.68	5,959.46	6,257.43	6,570.30	6,898.82
Hourly	23.33	24.49	25.72	27.01	28.36

Engineer: 07/01/2021-06/30/2022

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Annual	58,164.35	61,072.57	64,126.20	67,332.51	70,699.13
Monthly	4,847.03	5,089.38	5,343.85	5,611.05	5,891.60
Hourly	19.92	20.92	21.97	23.06	24.22

**BEFORE THE BOARD OF DIRECTORS OF THE
Kenwood Fire District**

COUNTY OF Sonoma, STATE OF CALIFORNIA

IN THE MATTER OF:

Resolution Number: 21-22-01

Approving the Department of Forestry and Fire Protection Agreement # 7GF21057 for services from the date of last signatory on page 1 of the Agreement to June 30, 2022 under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Kenwood Fire District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2021-22 up to and no more than the amount of \$ 5,900.00.

BE IT FURTHER RESOLVED that August Moretti of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Kenwood Fire District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Kenwood Fire District, at a regular meeting thereof, held on the day of 9/14/2021, by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

August Moretti Chair

Printed Name and Title

ABSENT:

Signature, Board of Directors Member

Daymon Doss Asst. Chair

Printed Name and Title

-----CERTIFICATION OF RESOLUTION-----

ATTEST:

I Daren Bellach, Clerk of the Kenwood Fire District, County of Sonoma California do hereby certify that this is a true and correct copy of the original Resolution Number 21-22-01.

WITNESS MY HAND OR THE SEAL OF THE Kenwood Fire District, on this 14 day of September, 2021.

**OFFICIAL SEAL
OR NOTARY CERTIFICATON**

Signature

Clerk of the Board – Kenwood Fire District

Title and Name of Local Agency

ENGINEERING NOTES

- The design engineer shall inspect the site and weather conditions prior to construction of the system. He/she must verify dry and acceptable soil and weather conditions for construction and decide if conditions are suitable to begin construction.
- The design engineer shall verify (with the contractor) the proper staking of the system prior to construction. The primary system area, system details, configuration, location, contours, percolation area, expansion area, etc. shall be verified.
- The design engineer or contractor shall notify the Sonoma County Permit & Resource Management Department (P.R.M.D.), a minimum of 48 hours in advance when construction is to take place and certify that the soil conditions are acceptable for construction purposes and that the staking of the entire system has been accomplished and certified. The contractor is also required to notify the P.R.M.D. the method they are proposing to use to install the drip irrigation lines.
- All meetings and inspections shall be scheduled with the design engineer a minimum of 48 hours in advance. These meetings and inspections shall include as a minimum:
 - Pre-construction conference
 - Inspection of fill soil
 - Interim inspection, performed prior to covering any elements of the system.
 - Final inspection of the completed system and all related items per the construction drawings and Documents. (This meeting is required to have the design engineer, installer, service provider and well and septic staff present and shall be conducted after the #189 electrical inspection has been completed.)
- At the pre-construction conference, the following items shall be reviewed. Construction may proceed if the design engineer notifies the Permit & Resource Management Department Health Specialist verbally that all elements appear to conform to the following requirements:
 - Soil moisture at the appropriate depths are not so high as to have the soil smear or compact due to construction activities.
 - Imminent weather conditions appear that they will not create unsuitable soil moisture conditions during the course of construction.
 - The source of the soil cover material shall be designated, and a sample shall be made available and approved by the design engineer prior to placement.
 - Layout and staking of the primary leach field area and the reserve leach field area boundaries substantially conform to the approved construction drawings and all related documents. (This meeting is required to have the design engineer, installer, service provider and well and septic staff present and shall be conducted after the #189 electrical inspection has been completed.)
- At the interim inspection, the following elements (when required) shall be verified.
 - Inspect fill soil for quality and proper placement.
- At the final inspection, the following elements (when required), shall be verified by the design engineer and the Sonoma County P.R.M.D., by visual inspection and operation of the system. When all required items are completed and approved, the disposal field, trenches and tanks may be covered or backfilled. If another method of inspection has been approved by the well and septic staff then the drip lines and fittings may be covered before this meeting. This may be necessary when using a vibratory plow to construct the system.
 - Line and grade of all excavations and fills as applicable.
 - Function and setting of the control devices, including but not limited to valves, switches, and alarms.
 - Hydraulic testing of any pump and distribution system to assure that the pump is adequate for design flow.
 - All the remaining elements required to complete the system shall be on site at the time for verification and approval by the design engineer for conformance to the construction drawings and specifications.
 - The septic tank shall be IAPMO approved, the sump pump tank IAPMO listed. The septic tank and pump sump tank may be subjected to a water tightness test by the Sonoma County P.R.M.D. The water test shall be performed by the contractor and consists of filling the tanks 2" into the risers with clear water. The tanks may be tested separately and shall be considered adequately water tight if no measurable drop of water in 1/2 hour.
- During the final/start up inspection, the design engineer shall verify that all construction is in general conformance with the approved construction drawings and specifications. (This meeting is required to have the design engineer, installer, service provider and well and septic staff present and shall be conducted after the #189 electrical inspection has been completed.)
- A final letter from the designing engineer to the Sonoma County P.R.M.D. shall state that all construction has been completed, approved, and is in conformance with all specifications.
- The Sonoma County P.R.M.D. Sanitarian will perform a final inspection of the system following receipt of the design engineer's approval letter. The P.R.M.D. Sanitarian will not sign off the permit or job card until the residence or structure is ready for occupancy. At this time the operational permit will be issued and the anniversary date established.
- At the start-up of the system, after the #189 electrical inspection, the installer, engineer, service provider, and PRMD sanitarian shall be present to verify proper operation and settings of all controls. A copy of the contract with the service provider shall be given to the County at this time.

CONCRETE TANK DEMOLITION NOTES

- The tank shall be pumped by a licensed septic tank pumper.
- The entire lid is to be broken in and disposed of inside the tank.
- Break a hole into the bottom of each section of the tank to provide for drainage.
- Backfill the tank with a sand/pea gravel mix or river run material to a depth of approximately one foot below finish grade. Backfill with native soil compacted to native density.

CONCRETE SEPTIC TANK NOTES

- Seal interior of septic tank with Thoroseal or equal. Seal all joints with mastic. Seal precast concrete joints with Ramnek or equal.
- Pipes through holes in the septic tank or riser must be sealed with gas-tight compression connectors or waterproof sealant or precast into septic tank.
- Tank and riser joint shall be sealed and made water tight with non-shrink grout overlaid with Xypex or Thoroseal.
- The septic tank shall be IAPMO listed. Water tightness test may be required by Sonoma County Permit & Resource Mgmt. Dept. The water tightness test consists of filling the tank 2 inches into the risers with clear water.
- The tank shall be considered adequately water tight if there is no measurable fall of water in the tank in 1/2 hour.

CONCRETE PUMP SUMP NOTES

- Seal interior of pump sump with Thoroseal or equal. Seal all joints with mastic. Seal precast concrete joints with Ramnek or equal.
- Penetrations in the pump sump or riser must be sealed with gas-tight compression connectors or waterproof sealant or precast into pump sump.
- Tank and riser joint shall be sealed and made water tight with non-shrink grout overlaid with Xypex or Thoroseal.
- The pump sump shall be IAPMO listed. Water tightness test may be required by Sonoma County Permit & Resource Management Department. The water tightness test consists of filling the tank full to 2 inches into the risers with clear water.
- The tank shall be considered adequately water tight if there is no measurable fall of water in the tank in 1/2 hour.

SUBSURFACE DRIP ADDITIONAL NOTES

- Soils with this parcel are described in the "Soil Survey for Sonoma, California", United States Department of Agriculture, May 1972.
- Homeowners and contractors are prohibited from placing unacceptable plants, shrubs, trees, ornaments, vegetative cover, and irrigation systems over or close to a subsurface drip irrigation system. All landscaping plans shall be reviewed by the Design Engineer and P.R.M.D. as part of the plan checking and inspection of the system.
- Homeowners will be required to inspect the sub-surface drip irrigation system regularly as part of the Sonoma County Monitoring Program, with special attention checking for gopher strikes, damaged or torn sub-surface drip irrigation lines and equipment. Owners shall only have licensed and experienced professional C-36, C-42, or a licensed general engineering contractor install and/or repair damaged sub-surface drip irrigation lines and equipment.
- Restrictions shall be reviewed and recorded so as to prevent property owners from placing incompatible landscaping and/or landscaping activities over or around the sub-surface drip irrigation systems that have been permitted and installed on their parcel, that may damage the system and cause a public health concern.

FILL NOTES

- The area within the specified fill limits shall be covered with 6 inches minimum fill soil prior to trenching for leach lines. The fill shall be graded to join the existing ground outside of the minimum fill line.
- The specified area is approximately 4820 s.f. and will require approximately 90 cubic yards of in-place fill in excess of trench spoils to conform with this plan.
- The fill soil shall be USDA soil chart zone 2 soil with at least the equivalent percolation capability of the native soil. Clay soils are not acceptable. Fill materials containing concrete, asphalt, debris, or organic impurities are not acceptable. Consult the engineer on question of fill suitability prior to delivery of fill soil to the site.
- No soil may be removed within 50 feet of the septic tank or drip irrigation lines (including expansion lines) shown on this plan.
- No fill soil may be taken at a depth greater than 24 inches. Grading for fill removal resulting in artificial ponding of ground waters or adverse drainage conditions is not acceptable.
- Excessive soil removal in the building site area may result in a house sewer out fall elevation below the elevation required to maintain one percent minimum fall to the leach field.
- Fill procedure:
 - Remove trees and shrubs to ground surface and mow entire area to be filled including the area between the minimum fill line and the point where the fill meets the natural earth). Grind tree stumps to 8" - 10" below grade.
 - Rip or plow to a depth of 2' - 3' with rippers 8" - 10" apart using track type equipment.
 - Place the fill soil over the area to be filled in 6 inch maximum lifts using track type vehicles & compact to native density with track vehicles.
 - Obtain the designing engineer's approval of the fill placement prior to commencement of excavation for leach lines. Failure to follow these instructions may result in the rejection of the fill placement.

GENERAL NOTES

- Low flow toilets (1.6 gal. Max.) are required in all bathrooms and lavatories.
- Water service lines to observe all setbacks required by the Sonoma County Permit and Resource Management Department.
- Contours shown are based on field work performed by Adobe Associates, Inc. on July 1, 2021. Contour interval is one foot, datum assumed.
- No foundation and/or driveway cuts, and no surface or sub-surface drains are to be located within 50 feet downslope or laterally of the primary or expansion/repair area of any leachfield. Direct downspouts away from leach field.
- The boundary information shown is per record information and is not the result of a survey by Adobe Associates, Inc.
- Any proposed change to house design or location is to be approved by Adobe Associates, Inc. and the the Sonoma County Permit and Resource Management Environmental Health Specialist for compatibility with the septic system.
- Removal of trees within any proposed fill area is required. Trees allowed to remain in the fill area may be damaged or destroyed by the deleterious effects of the fill soil.

SUBSURFACE DRIP NOTES

- All materials and workmanship shall conform to the requirements of the Sonoma County P.R.M.D. All mechanical, plumbing and electrical work shall conform to the appropriate codes adopted by the County of Sonoma.
- The contractor shall utilize caution and be solely responsible for field locating and avoiding all utility lines in the work area.
- The installation of this sewage disposal subsurface drip irrigation system may be restricted to certain times of the year based on seasonal ground water and weather conditions. Contractor shall verify starting times with the Sonoma County P.R.M.D.
- The contractor shall provide the design engineer Adobe Associates, Inc. (1-707-541-2300) 48 hours notice of commencement of construction and prior to required inspections. The contractor shall give 48 hours minimum notice to the Sonoma County P.R.M.D. (1-707-565-1900). Prior to commencement of work.
- Distribution bed and/or trenches shall be excavated level and parallel with the existing natural ground contours shown on the plans.
- Questions regarding the suitability of any materials or construction procedures used in connection with the work shown on these plans shall be directed solely to the design engineer prior to installation or use.
- Seed and fertilizer shall be either applied mechanically or by hydro-seeding immediately after installation hydro-seeding requires the application of fiber and stabilizing emulsion. Mechanical application shall require rolling, tamping, or otherwise working the seed and fertilizer into the soil. Seed the area with grasses providing high rates of evapotranspiration.
- Seal interior of septic tank and pump sump tank with Thoroseal or equal. Seal all exterior joints with mastic. Seal precast concrete joints with Ramnek or equal. Seal pipes extending through tank walls with non-shrink grout or precast into pump sump tank. Tanks and riser joints shall be sealed and made water tight with non-shrink grout overlaid with Xypex or Thoroseal.
- This sewage disposal system has been designed to accommodate a peak daily flow of 120 gallons per bedroom, and a long term average daily flow of 60 gallons per bedroom. Water conservation measures may be necessary to maintain these water usage limits.
- Minimum clearance from any existing or proposed structure to any septic tank shall be a minimum of 5.0' unless greater clearance is required by others.
- Minimum clearance from any roadway or parking area to any septic tank shall be 5.0' unless greater clearance is required by others.
- Drip lines shall be placed a minimum of 6" deep, or maximum of 12" deep. The depth will be site specific; refer to plan details for trench depth. When drip lines are installed 6" deep, contractor must utilize a Salcor UV disinfection unit in addition to an Advantex pre-treatment unit.
- Seeding and straw placement may be required over the system after construction (ask the design engineer).

NOTES:

A MANUAL SWITCH FOR THE PUMP SHALL BE LOCATED WITHIN 25' AND IN CLEAR VIEW OF THE SUMP. MOUNT CONTROL PANEL ON HOUSE OR ON A POST WITHIN 25' OF THE SUMP AND IN CLEAR VIEW OF THE SUMP. IF CONTROL PANEL IS MORE THAN 75' FROM HOUSE, PROVIDE A REMOTE ALARM WITH AN ADDITIONAL LIGHT AND HORN AT THE HOUSE.

CONTROL/ALARM BOX - NEMA TYPE 4X WITH FUSED DISCONNECT & MOTOR PROTECTION SWITCH, H.O.A. SWITCH, ALARM (87dB MIN.), ALARM SILENCE SWITCH, DISPLAY LIGHT (7/8" MIN), NON-RESETTING DOSE COUNTER & SONOMA COUNTY PLEXIGLASS SHIELD.

PROVIDE SEPARATE ELEC. CIRCUITS FOR PUMP AND ALARM.

CONTROL PANEL SHALL BE EQUIPPED SO SETTINGS CAN BE ADJUSTED MANUALLY ON-SITE.

FLOAT SWITCHES TO BE SECURED TO FLOAT TREE BY PLASTIC TIE STRAPS OR FLOAT COLLARS.

ALL MATERIALS, CONNECTIONS & SPECIFICATIONS SHALL CONFORM WITH THE CALIFORNIA ELECTRICAL CODE

ALL HIGH VOLTAGE WIRES SHOULD BE IN A SEPARATE CONDUIT FROM LOW VOLTAGE WIRES.

IF THE CONTROL PANEL IS LOWER IN ELEVATION THAN THE POWER SUPPLY, A CONDUIT SEAL SHALL BE INSTALLED ON THE CONDUIT TO PROTECT THE CONTROL PANEL FROM CONDENSATION.

SEPTIC ELECTRICAL (#189) TO BE INSPECTED UNDER SEPARATE BLD PERMIT.

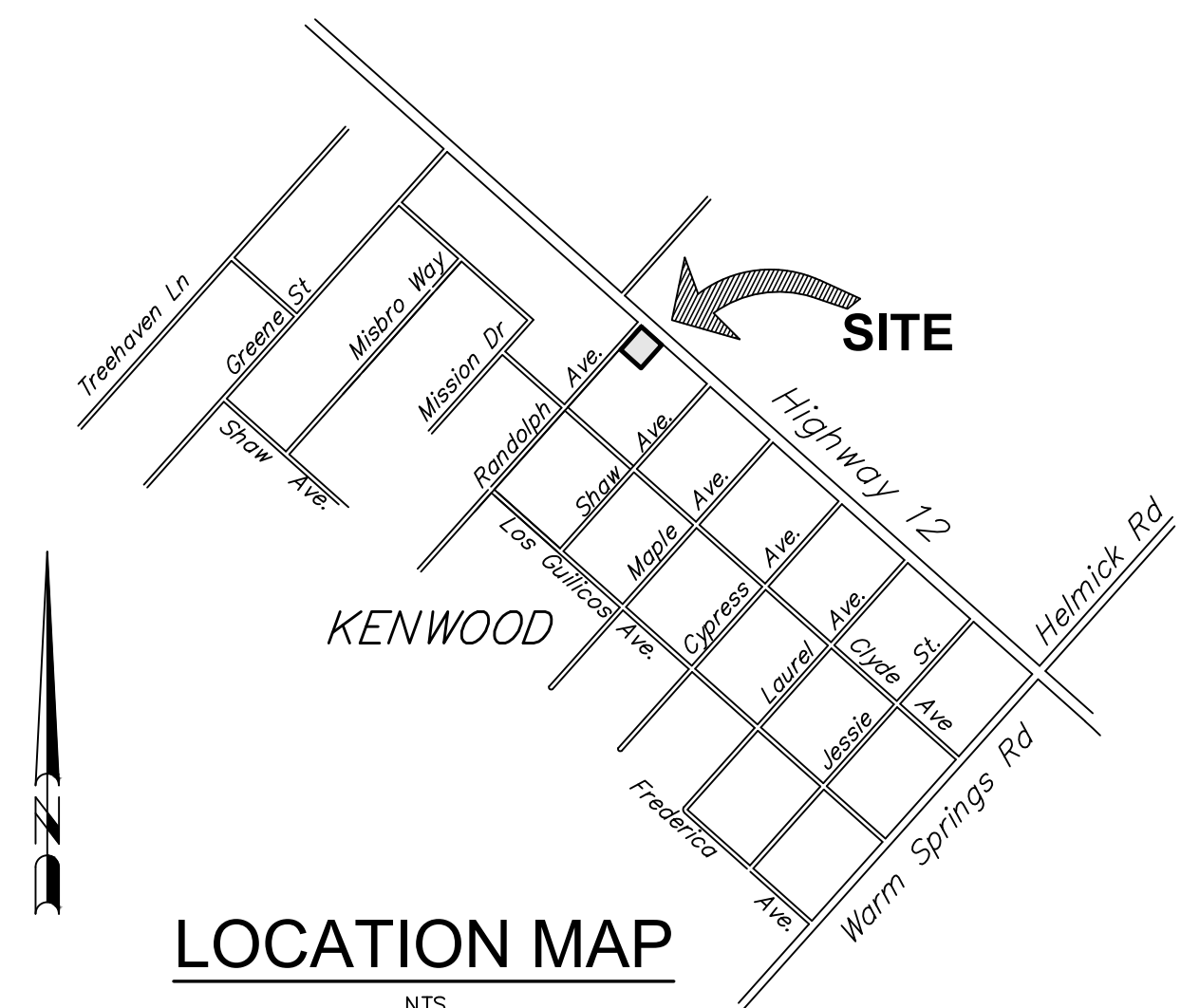
ALARM BOX TO BE POSTED WITH THE FOLLOWING NOTES:
- "CAUTION ELECTRICAL HAZARD" ON THE EXTERIOR
- FLOAT SWITCH SETTINGS & DOSE VOLUME ON THE INTERIOR

NOTE: A PHONE LINE IS REQUIRED TO THE CONTROL PANEL AND WILL BE ACTIVATED PRIOR TO THE FINAL/STARTUP INSPECTION.

DRIP DISPERSAL TYPE COMMERCIAL WASTEWATER SYSTEM

9045 HWY 12
Kenwood, California

APN 050-275-049

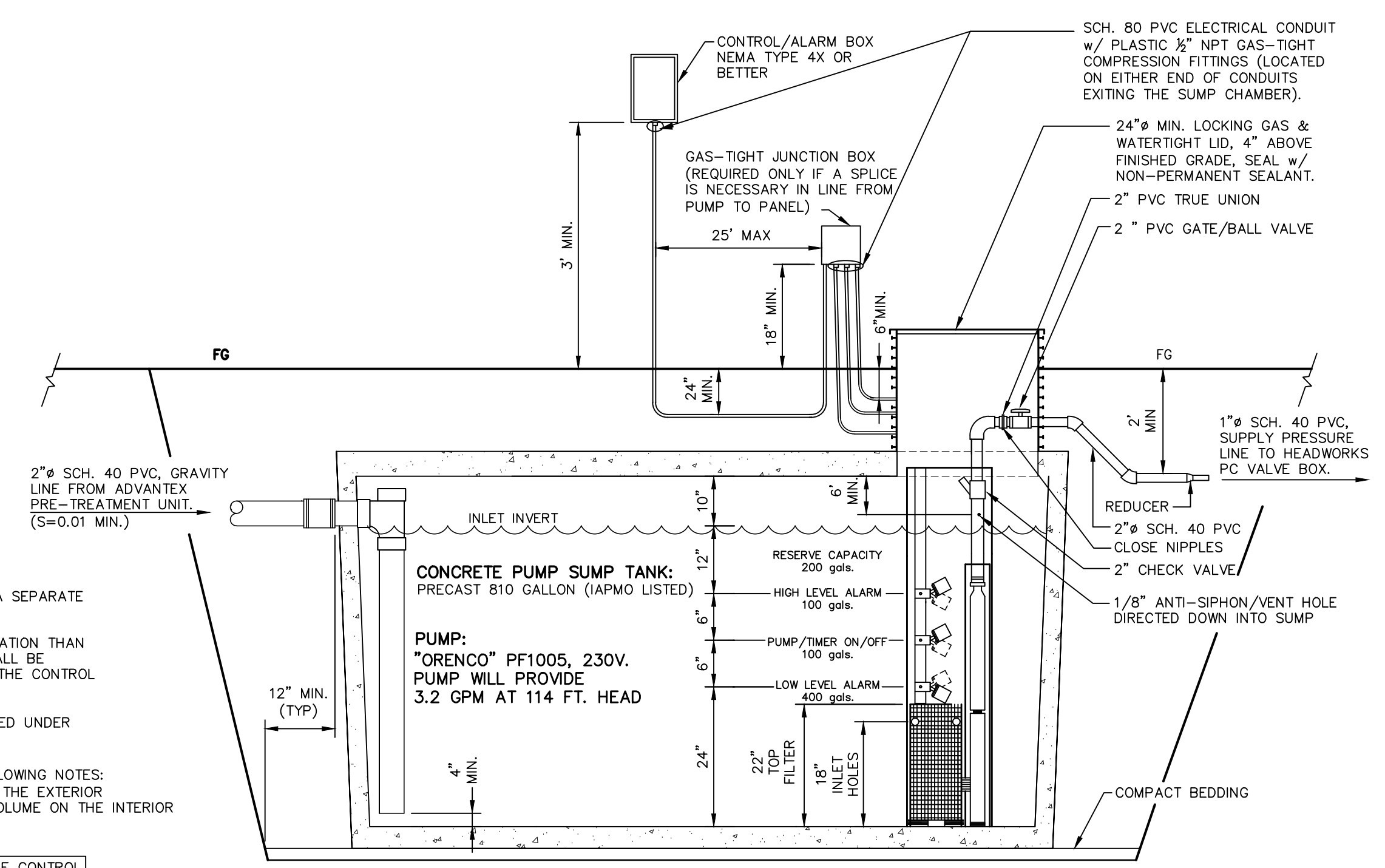


LOCATION MAP
NTS

SHEET INDEX

- COVER SHEET
- SEPTIC SYSTEM PLAN
- DETAILS & NOTES
- ADVANTEX DETAIL

Pretreatment Device	AX20
Disinfection Unit	N/A
Tank Size	1,500 GAL
Sump	810 GAL
Time On	12.16 MIN
Gal/Min	1.70 GAL/MIN
Doses/Day	12
Depth	6" FILL + 8" NATIVE
Width	4"
Length	200'
Gal/Dose	21 GAL/DOSE
Gal/Day	248 GAL/DAY
Number of Bedrooms	N/A



810 GALLON CONCRETE PUMP SUMP
TANK DETAIL
NTS

No.	Date	Description	Approved

adobe associates, inc.
civil engineering | land surveying | wastewater
1220 N. Dutton Ave., Santa Rosa, CA 95401
P. (707) 541-2300 F. (707) 541-2301
Website: www.adobeinc.com

Steven R. Brown, RCE #3625
My License Expires 6/30/2023

**DRIP DISPERSAL TYPE COMMERCIAL
SEWAGE DISPOSAL SYSTEM
COVER SHEET**
9045 HWY 12
Kenwood, California
APN 050-275-049

Scale: AS SHOWN
Date: SEPTEMBER 7, 2021
Design by: CJB
Drawn by: CJB
Checked by: SRB

Sheet
W1
of 4 Sheets
Job No. 21078

DESIGN CRITERIA

SITE REVIEW:
THE SUBJECT 0.72± ACRE PARCEL IS COMPOSED OF LOTS 1, 2 & 3, IN BLOCK 8 AS SHOWN ON THE REVISED MAP OF THE TOWN OF KENWOOD, FORMLY LOS GUILICOS, SONOMA COUNTY CALIFORNIA, FILED FEBRUARY 20, 1893, IN BOOK 10 OF MAPS, PAGE 12, (10M12) SONOMA COUNTY RECORDS.

THE PARCEL IS CURRENTLY DEVELOPED WITH THE STATION FOR THE KENWOOD FIRE PROTECTION DISTRICT. THE STATION IS PLANNED TO BE RENOVATED. A SEPTIC SYSTEM HAS BEEN DESIGNED TO ACCOMMODATE THE RENOVATIONS & CHANGE IN STAFF USE.

SITE REVIEW:
A SITE REVIEW WAS CONDUCTED BY ADOBE ASSOCIATES INC. WITH A REPRESENTATIVE FROM THE SONOMA COUNTY PERMIT AND RESOURCE MANAGEMENT DEPARTMENT ON APRIL 28, 2021 (WSR21-0140).

SOIL APPLICATION RATE (SAR),
(BASED ON SOIL MORPHOLOGY): = 0.7 GAL/SF/DAY

GROUNDWATER TEST:
INDIRECT GROUNDWATER TABLE DETERMINATION & COMPILATION METHODS WERE UTILIZED TO DETERMINE SEASONAL GROUNDWATER SEPARATION. SEE OWTS DESIGN REPORT FOR DETAILS.

-SOIL MOTTLING (DISTINCT SOIL MOTTLING OBSERVED BELOW 100" WSR21-0140)

-RECORD NEIGHBORING DATA:
2005- ADOBE- 102 RANDOLPH (SEV05-0485)
2017- HUFFMAN- 55 RANDOLPH (WSR17-0053)
1998- HUFFMAN- 55 RANDOLPH (SEV98-0098)
2017- FRICK- 89 SHAW (WSR17-0250)
2007- SMITH- 1127 HWY 12 (SEV07-0316)
2006- HOGAN- 9028 HWY 12 (SEV16-0043)
1998- ADOBE- 9020 HWY 12 (SEV98-0208)
2004- DIMENSIONS 4- 9125 HWY 12 (SEV04-0031)
20017- BEAR FLAG- 8960 HWY 12 (WSR17-0145)

AVERAGE GROUND SLOPE: = 2%

WASTEWATER FLOWS:
3 LIVE-IN FIREFIGHTERS (60 GPD/PERSON): = 180 GALLONS
3 EMPLOYEES (15 GPD/PERSON) = 45 GALLONS
6 GUESTS (3 GPD/PERSON) = 23 GALLONS

TOTAL: = 248 GALLONS/DAY

SYSTEM DESIGN CALCULATIONS/FLOWS:
(248 TOTAL GALLONS/DAY)/(0.7 (HLR) GAL/SF/DAY) = 355 TOTAL SQUARE FEET

DRIP IRRIGATION PRIMARY SEPTIC SYSTEM DESIGN:
355 SQUARE FEET (100%) PRIMARY DRIP IRRIGATION DISPOSAL FIELD REQUIRED.
400 SQUARE FEET (113%) PRIMARY DRIP IRRIGATION DISPOSAL FIELD SHOWN.
(TO BE CONSTRUCTED)

DRIP IRRIGATION RESERVE SEPTIC SYSTEM DESIGN:
710 SQUARE FEET (200%) RESERVE DRIP IRRIGATION DISPOSAL FIELD REQUIRED.
880 SQUARE FEET (248%) RESERVE DRIP IRRIGATION DISPOSAL FIELD SHOWN.
(NOT TO BE CONSTRUCTED)

LEGEND

- ① 1,500 GALLON (IAPMO APPROVED) CONCRETE SEPTIC TANK WITH 24" RISERS OVER BOTH PORTS (SEE DETAIL, SHEET W4)
- ② ORENCO ADVANTEX TREATMENT SYSTEM, MODEL AX20 (SEE DETAILS, SHEET W4)
- ③ 810 GALLON (IAPMO LISTED) CONCRETE PUMP SUMP TANK AND SUMP PUMP WITH 24" RISER OVER SUMP PUMP PORT (SEE DETAIL, SHEET W1)
- ④ 1" SUPPLY LINE TO HEADWORKS BOX
- ⑤ GEOFLOW HEADWORKS PC, VALVE BOX, WITH GEOFLOW, VORTEX FILTER, FLUSH VALVES (SEE DETAIL, SHEET W4)
- ⑥ FLOW METER IN VALVE BOX ON SUPPLY AND RETURN LINES (SEE DETAIL, SHEET W3)
- ⑦ 40 PSI PRESSURE REDUCER ON SUPPLY LINE IN VALVE BOX
- ⑧ 1" SUPPLY LINE TO SEPTIC FIELD
- ⑨ PRIMARY (100%) DRIP IRRIGATION DISPOSAL FIELD (1 ZONE) CONTAINING 200 LF OF DRIP LINE SPACED 2 FEET APART WITH 100 EMITTERS. PRESSURE COMPENSATED EMITTERS SET AT 1 GPH. TRENCHES TO BE AT A DEPTH OF 12" (SEE SYSTEM SCHEMATIC, SHEET W3) (TO BE CONSTRUCTED)
- ⑩ GEO-FLOW AIR/VACUUM VENT (SCHRADER), TYP; INSTALL AT HIGH POINTS OF PRIMARY SUB-SURFACE DRIP IRRIGATION DISPOSAL FIELD (SEE DETAIL, SHEET W4)
- ⑪ 1" RETURN LINE TO HEADWORKS BOX
- ⑫ RESERVE DRIP IRRIGATION DISPOSAL FIELD (NOT TO BE CONSTRUCTED)
- ⑬ MONITORING WELL, 6 MIN (SEE DETAIL, SHEET W4)
- ⑭ STRAW WATTLE CHECK DAM (SEE DETAIL, SHEET W3)
- ⊗ SOIL PROFILE HOLE

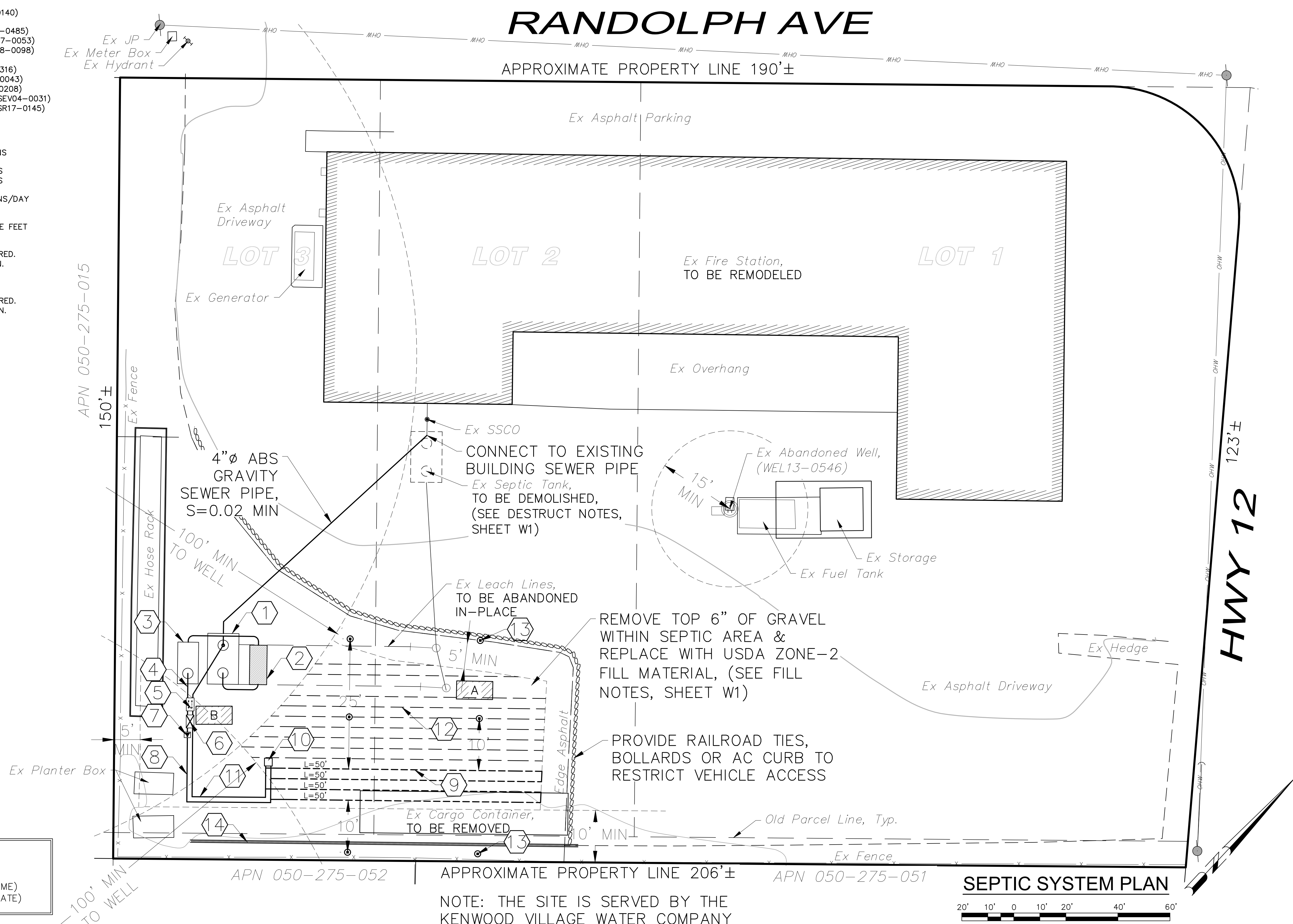
DRIP IRRIGATION SYSTEM DOSING NOTE

12 MINUTES ON
107 MINUTES OFF

12 2-HOUR CYCLES PER DAY FOR 248 GAL/DAY (DESIGN VOLUME)
AT 1.70 GAL/MIN (1.0 GAL/HOUR NOMINAL EMITTER FLOW RATE)

NOTES

1. NO FOUNDATION AND/OR DRIVEWAY CUTS, AND NO SURFACE OR SUB-SURFACE DRAINS ARE TO BE LOCATED WITHIN 50 FEET DOWNSLOPE OR Laterally OF THE PRIMARY OR EXPANSION/REPAIR AREA OF ANY LEACH FIELD. DIRECT DOWNSPOUTS AWAY FROM LEACH FIELD.
2. IF APPLICABLE, PLACE THE TOPSOIL TO ALLOW FOR POSITIVE DRAINAGE AWAY FROM THE SYSTEM.
3. ALL UNDERGROUND BOXES REQUIRE INSTALLATION OF GOPHER-RESISTANT BARRIERS.
4. THE ENGINEER, INSTALLER, AND SERVICE PROVIDER WILL BE PRESENT WITH WELL AND SEPTIC STAFF AT THE START UP INSPECTION AFTER THE #189 ELECTRICAL INSPECTION.



RANDOLPH AVE

APPROXIMATE PROPERTY LINE 190'±

HWY 12

NOTE: THE SITE IS SERVED BY THE KENWOOD VILLAGE WATER COMPANY

SEPTIC SYSTEM PLAN
W2
of 4 Sheets
Job No. 21078

No.	Date	Description	Approved

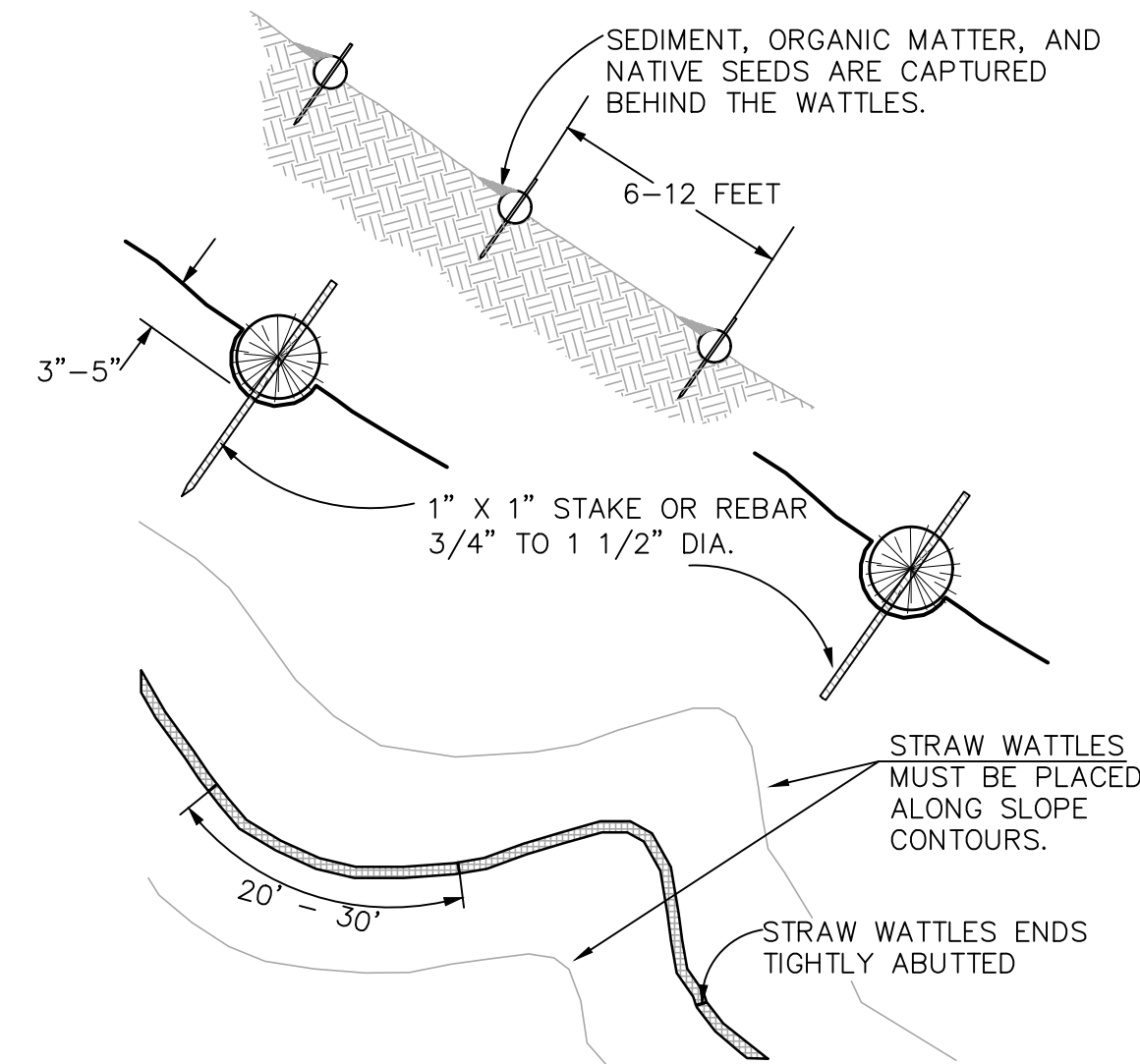
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Steven R. Brown, RCE #3825
My License Expires 6/30/2023

DRIP DISPERSAL TYPE COMMERCIAL SEWAGE DISPOSAL SYSTEM SEPTIC SYSTEM PLAN
9045 HWY 12
Kenwood, California
APN 050-275-049

Scale: AS SHOWN
Date: SEPTEMBER 7, 2021
Design by: CJB
Drawn by: CJB
Checked by: SRB

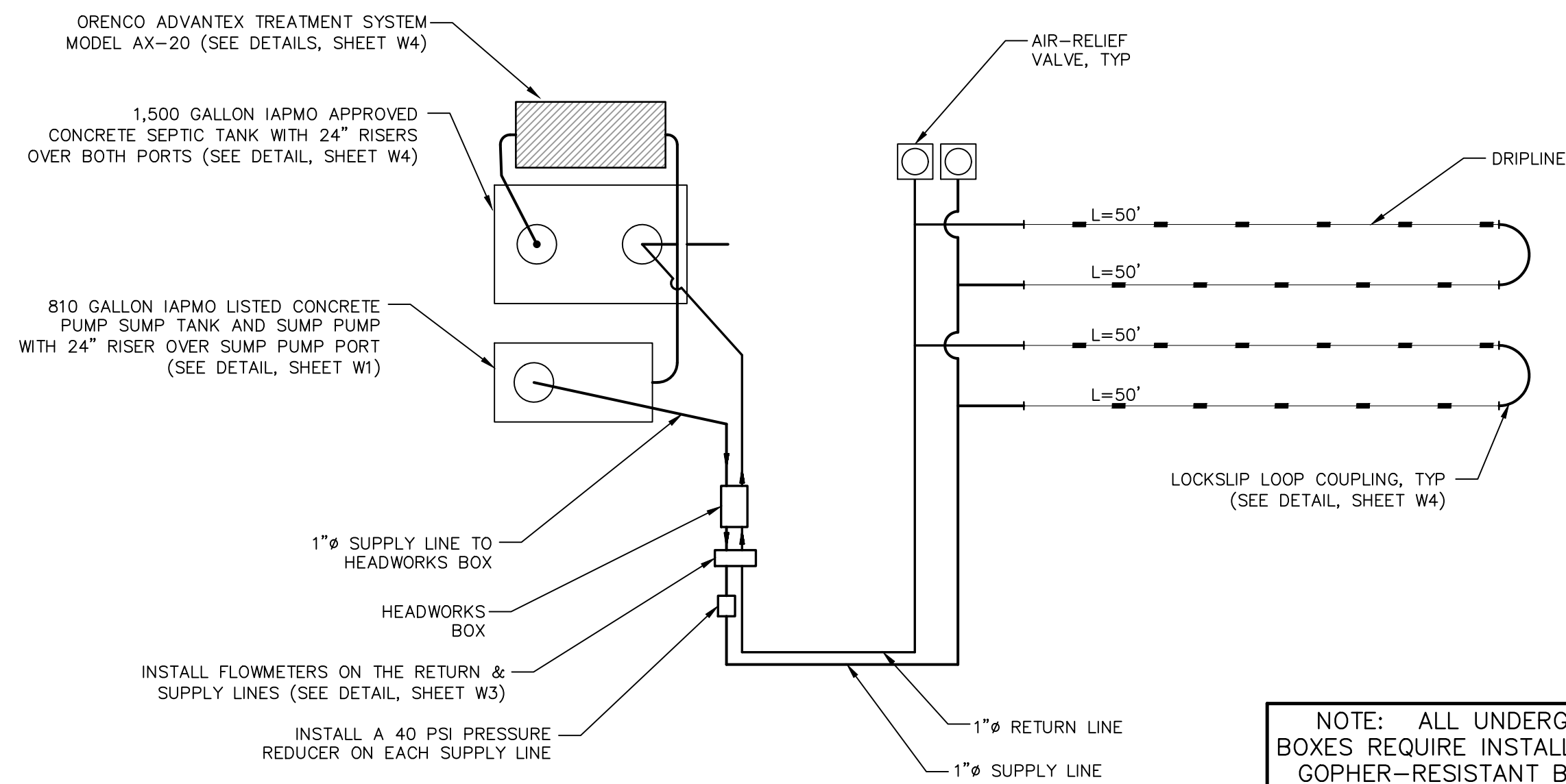
FILE: 2021-09-07-10:00:00-PROJECTS\2021\KINGDOMS\ADOBE-WASTEWATER\21078-DRIP.DWG 9/7/2021 8:02:24 PM C:\Users\Bibiana



NOTES:

1. STRAW WATTLES ARE TUBES MADE FROM STRAW BOUND W/ PLASTIC NETTING. THEY ARE APPROX. 8" DIA. AND 20 - 30 FT. LONG.
2. STRAW WATTLES TRAP SEDIMENT AND REDUCE SHEET & RILL EROSION BY REDUCING SLOPE GRADIENT, INCREASING INFILTRATION RATES AND BY PRODUCING A FAVORABLE ENVIRONMENT FOR PLANT ESTABLISHMENT.
3. STRAW WATTLE INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAKING OF THE WATTLE IN A TRENCH, 3" - 5" DEEP, DUG ON CONTOUR. RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND WATTLE.

STRAW WATTLE CHECK DAM
NTS



SINGLE ZONE SCHEMATIC
NTS

NOTE: ALL UNDERGROUND BOXES REQUIRE INSTALLATION OF GOPHER-RESISTANT BARRIERS

NOTE: SEPTIC TANKS TO MAINTAIN 5' SETBACK FROM ANY STRUCTURE

GEOFLOW DRIP SYSTEM INSTALLATION GUIDELINES:

All Geoflow drip systems require: 100 micron / 150 mesh filter Filter flush valve Field flush valve and Air vent in each zone.

All Wasteflow drip systems require pressure regulation: Handle your dripline and components with care. ROOTGUARD is temperature sensitive. To assure a long life store the drip line out of direct sunlight in a cool place. This should be a consideration when installing the system in very hot and sunny areas. Your system life span will be increased if it is buried an extra two or three inches below the soil surface, to avoid the warm temperature extremes.

1. All dripfield construction shall be done in accordance with Local rules and regulations.
2. No utilities, cable wire, drain tile, etc shall be located in dripfield.
3. Fence off entire dripfield prior to any construction.
4. System is not to be installed when ground is wet or frozen.
5. Divert all down spouts and surface waters away from dripfield or into curtain drains.
6. Excavation, filling and grading should have been finished before installation of the subsurface drip system.
7. Be sure you have everything required for the installation before opening trenches. Pre-assemble as many sets of components as practical above ground and in a comfortable place. Compression or Lockslip adapters should be glued to PVC tees, riser units should be pre-assembled, the submain manifold with tees can be pre-assembled and used to mark the beginning and end of WASTEFLOW lines.
8. For particularly tough soil conditions moisten the soil the day before opening trenches or installing WASTEFLOW. Remember it is much easier to install the system in moist soil. The soil should be moist but still should allow the proper operation of the installation equipment and not cause smearing in the trenches. The soil surface should be dry so that the installation equipment maintains traction.
9. Mark the four corners of the field. The top two corners should be at the same elevation and the bottom two corners should be at a lower elevation. In freezing conditions the bottom dripline must be higher than the supply and return line elevation at the dosing tank.
10. Install a watertight dosing tank. In freezing conditions the dosing tank should be at the lowest elevation of the entire system. Install a watertight riser on the dosing tank if necessary.
11. Determine the proper size for the supply and return manifolds. See Worksheet line (L).
12. Install the PVC supply line from the dosing tank, up hill through one lower and one upper corner stake of the dispersal field. Please refer to your State guidelines for depth of burial.
13. Paint a line between the two remaining corner stakes.
14. Install the Geoflow WASTEFLOW dripline from the supply line trench to the painted line, approximately 12" deep as specified. Upon reaching the painted line, pull the plow out of the ground and cut the dripline 1 foot above the ground. Tape the end of the dripline to prevent debris from entering. Continue this process until the required footage of pipe is installed. Geoflow dripline must be spaced according to specification (2 feet is standard). Depth of burial of dripline must be consistent throughout the field. Take care not to get dirt into the lines.
15. Install the supply header with tees lined up at each Geoflow line. Hook up the Geoflow lines to the supply header. Do not glue WASTEFLOW driplines.

INSTALLING LOCKSLIP FITTINGS:

1. Hold the fitting in one hand and position the tubing with the other hand.
2. Move the sleeve back, and push the tubing onto the exposed stem as far as possible.
3. Push the sleeve out over the tubing and thread the sleeve on the tubing, as though tightening a nut to a bolt. Hand tighten. Do not use tools.
4. Install the Vortex filter and filter flush valve, or install the pre-assembled Headworks between the field and the pump tank on the supply line. *Insulate the box in freezing conditions.
5. If using a pressure regulator, install it downstream of the filter or Headworks, just ahead of the dispersal field, on the supply line. Although the pressure regulator can be buried directly into the soil, it is preferable to install it inside a small valve box for easy access. *Insulate the box in freezing conditions.
6. Install the floats in the dosing tank and wire up to the timer control. The timer control should be set to pump no more than the design flow, do not set to match the treatment capacity.
7. Install the pump. Fill the dosing tank with fresh water and turn on the pump. Check for flow out the ends of all of the Geoflow lines. Let the pump run for about five minutes to flush out any dirt. Shut off the pump and tape the ends of the lines.
8. Dig the return header ditch along the line pointed on the ground and back to the pre-treatment tank. Start the return header at the farthest end from the dosing tank. The return line must have slope back to the treatment tank or septic tank.
9. Install the return header and connect all of the Geoflow lines. Care must be taken not to kink the dripline.
10. Install air vacuum breakers at the highest points in the dispersal field. Use pipe dope or Teflon tape and hand tighten.
11. Install a ball or solenoid field flush valve on the return line to the pretreatment or pump tank unless a pre-assembled Wasteflow Headworks is being used. If a Headworks was installed on the supply line, connect the return line back through the Headworks box. Open the field flush valve and turn on the pump to flush lines then close the valve and check the field and all piping and connections for leaks. Turn off the system.
12. Turn on the pump and check the pressure at the air vacuum breaker(s). It should be between 15 to 45 PSI. Check the pressure in the WASTEFLOW Headworks if used. It should be five psi or higher. If using a manual valve for field flushing, crack it open until at least one PSI is lost or design pressure is reached and leave in that position.
13. Check the filter for construction debris and clean.
14. Provide owner with final as-built diagrams, flow measurements and pressure readings at startup.

WINTERIZATION: Buried drip systems are not prone to frost damage because, in their design, vacuum release and drain valves are provided, the dripline itself is made of polyethylene and not susceptible to freezing; it drains through the emitters so will not be full of water after pumps are turned off. please follow these precautions:

1. Manifolds, supply lines and return lines must be sloped back to their respective dosing or treatment tanks. these lines need to drain rapidly. Under extreme conditions return and supply manifolds must be insulated or buried below frost-line. Be sure drain valve on flush line remains open long enough for entire field to drain.
2. Remove the check valve at the pump.
3. Insulate equipment boxes, including headworks box or filter and field flush valve boxes as well as zone dosing valves, pressure regulator and air vacuum relief valves. Use closed-cell insulation such as perlite in a plastic bag.
4. In severe freezing conditions, use heat tape or small heater in the headworks box.
5. The top of air vacuum relief valves must be no higher than soil surface.
6. If using an index valve to split field zones, be sure it is capable of self-draining.
7. Wasteflow lines will self-drain through the emitters into the soil. if the cover crop over the dripfield is not yet adequately established, add hay or straw over the field for insulation.
8. Mark the valve box with a metal pin so you can find it in the winter when covered in snow.
9. If using manual filter flush valves or manual field flush valves, they should be left cracked open slightly to provide for rapid drainage of the flush line in freezing conditions.
10. Fields dosed with relatively small quantities of effluent are more likely to freeze than those dosed with design quantities. If winter use is less than summer use, then only use proportional number of fields to maintain water application rates in the field being dosed.

VALVE INSTALLATION AND OPERATION:

1. Wrap male adapters with 2 wraps of Teflon tape and thread the adapters into the valve inlet and outlet 1 turn past hand tight. CAUTION: over tightening may cause damage to the valve. The solenoid is located on the downstream side of the valve.
2. Using watertight connectors, connect the valve common and an individual output wire to the solenoid leads.
3. Flush the laterals by opening the internal manual bleed lever on the downstream side of the solenoid. Turn the flow control stem fully open (counterclockwise) for flow control models.
4. Close the internal manual bleed after flushing the system.

SYSTEM MAINTENANCE: The best way to assure years of trouble free life from your system is to continuously monitor the system and to perform regular maintenance functions. For large systems or systems with a BOD > 30 mg/l automation of maintenance is essential. For smaller systems with a BOD < 30 mg/l inspection and maintenance should be performed every six months.

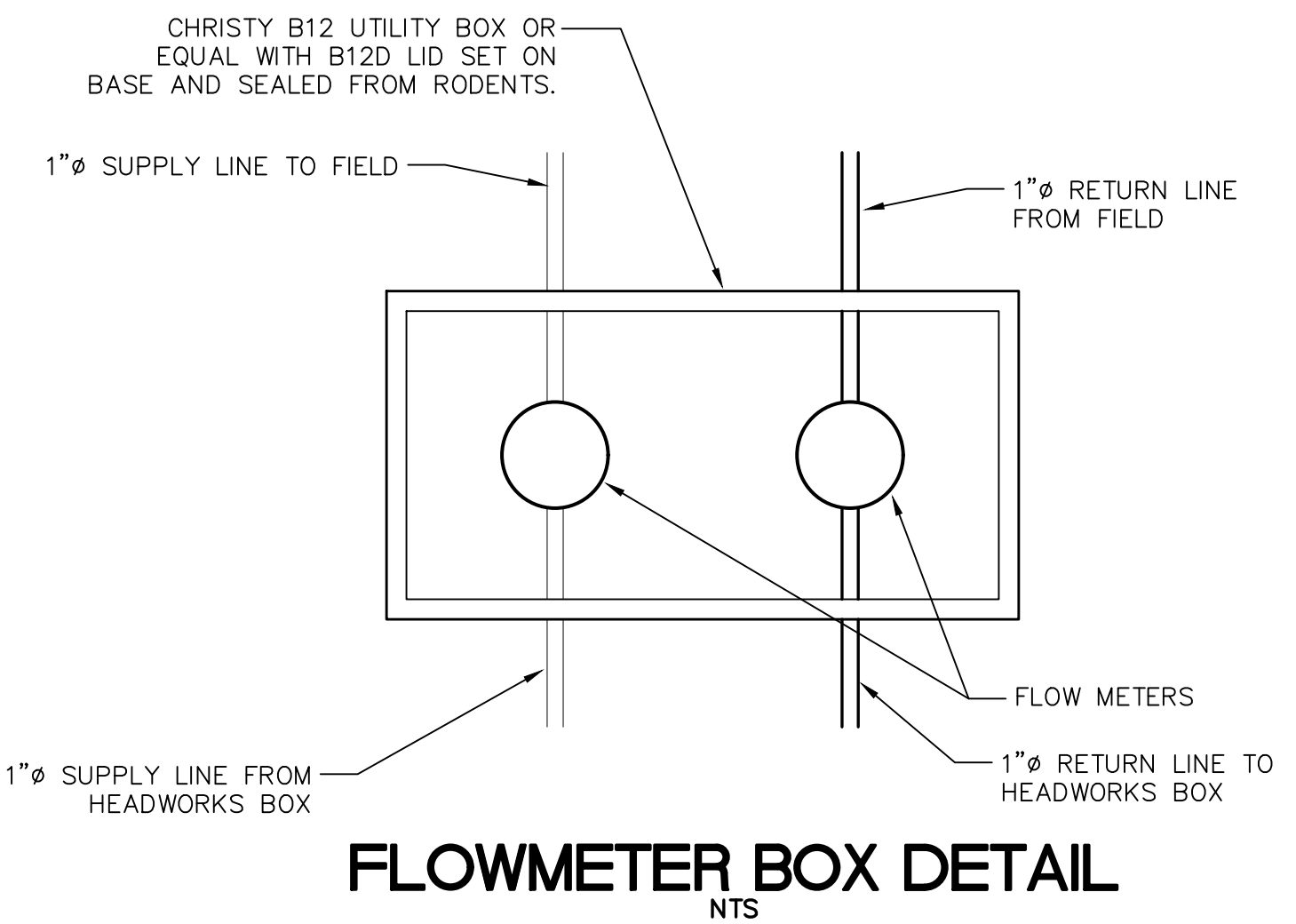
ROUTINE AND PREVENTATIVE MAINTENANCE

- 1) Remove the spin filter and install a clean cartridge. Clean the used filter cartridge back at the shop with a pressure hose. The filter cartridge should be cleaned from the outside inwards. If bacteria buildup is a problem we advise first trying lye, and if the problem persists, soak the filter cartridge in a chlorine bath - a mixture of 50% bleach and 50% water.
- 2) Open the field flush valve and flush the field for 3-5 minutes by activating the pump in "manual" position. Close the flush valve. On automatic solenoid valves the manual bleed lever should always be in the horizontal position and the dial on top should be free spinning. Clockwise rotation closes valve
- 3) With the pump in the "manual" position, check the pressure in the drip field by using a pressure gauge on the Schrader valve located on the air vents and by reading the pressure gauge located in the Wasteflow Headworks box. The pressure should be the same as shown on the initial installation records. On systems with manual flush valves, close the field flush valve completely and then open the valve slightly until there is a 1-2 psi drop or design pressure is reached. This will allow the field to drain after each dose to prevent the manifold lines from freezing.
- 4) Remove the lids on the vacuum breaker and check for proper operation. If water is seen leaking from the top of the vacuum breaker, remove the cap of the vacuum breaker and press down on the ball to allow any debris to be flushed out. Be careful not to come in contact with the effluent.
- 5) Turn off the pump and reset the controller for auto mode.
- 6) Periodically remove and clean the air vents, field flush and filter flush valves.
- 7) Visually check and report the condition of the drip field, including any noticeable wetness.
- 8) Treatment and distribution tanks are to be inspected routinely and maintained when necessary in accordance with their approvals.
- 9) Record the elapsed time meter, pump counter, override counter, high-level alarm and power failures. This information can be obtained from the controller. Geoflow Design and Installation Manual 22

TABLE 3. SUBSURFACE DRIP INSTALLATION METHODS

NOTE: Disturbing the soil may affect the pore structure of the soil and create hydraulic conductivity problems. Please consult with your soil scientist or professional engineer before making the installation technique decision.

INSERTION METHOD	ADVANTAGES	DISADVANTAGES
a) Hand Trenching	Handles severe slopes and confined areas. Uniform depth.	Slow. Labor intensive. Disrupts existing turf and ground. Back fill required.
b) Oscillating or Vibrating plow. Use the type that inserts the dripline directly in place, not one that pulls the dripline through the soil.	Fast in small medium installations. Minimal ground disturbance. No need to back fill the trench.	Depth has to be monitored closely. Cannot be used on steeper slopes (>20%). Requires practice to set and operated adequately. Tends to "stretch" pipe. Short runs are required.
c) Trenching machine:	Fast. May use the 1" blade for most installations. Uniform depth.	Slower requires labor. Disrupts surface of existing turf. Back fill required.
d) Tractor with drip-line insertion tool-See diagram in Geoflow Wastewater Design Installation, and Maintenance Guidelines Manual, dated October 2003, page 20.	Fast. Little damage to existing turf because of the turf knife. Minimal ground disturbance. Does not stretch drip line. Adaptable to any tractor.	The installation tool is designed specifically for this purpose.
e) Tractor mounted 3-point hitch insertion implement.	Faster. Up to four plow attachments with reels. A packer roller dumps back soil on top of the pipe.	Suitable for large installations. only.



FLOWMETER BOX DETAIL
NTS

NOTE: Install "Badger" or "Census" Flow Meters Meters SHALL BE INSTALLED ON BOTH Supply and Return Pressure Lines.

Revisions
No. Date Description Approved

adobe associates, inc.
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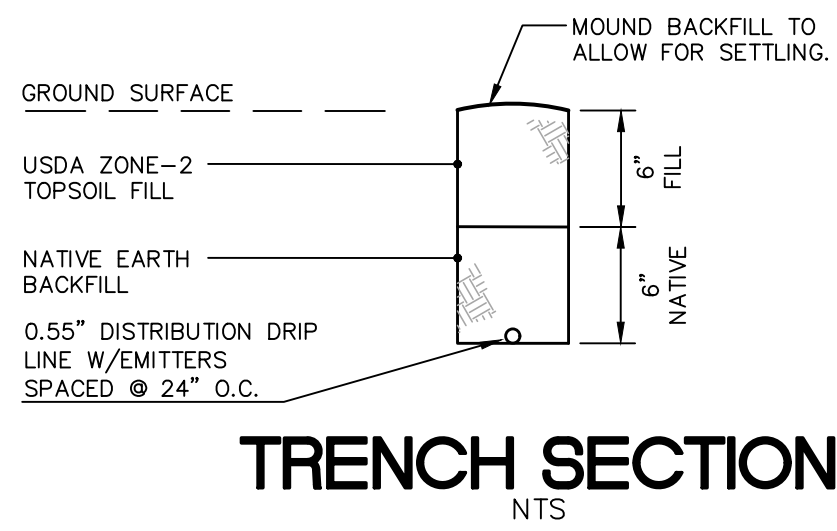
*A Service You Can Count On!

PROFESSIONAL ENGINEER
STEVEN R. BROWN
No. 43825
Exp. 6/30/2023
CIVIL
APN 050-275-049

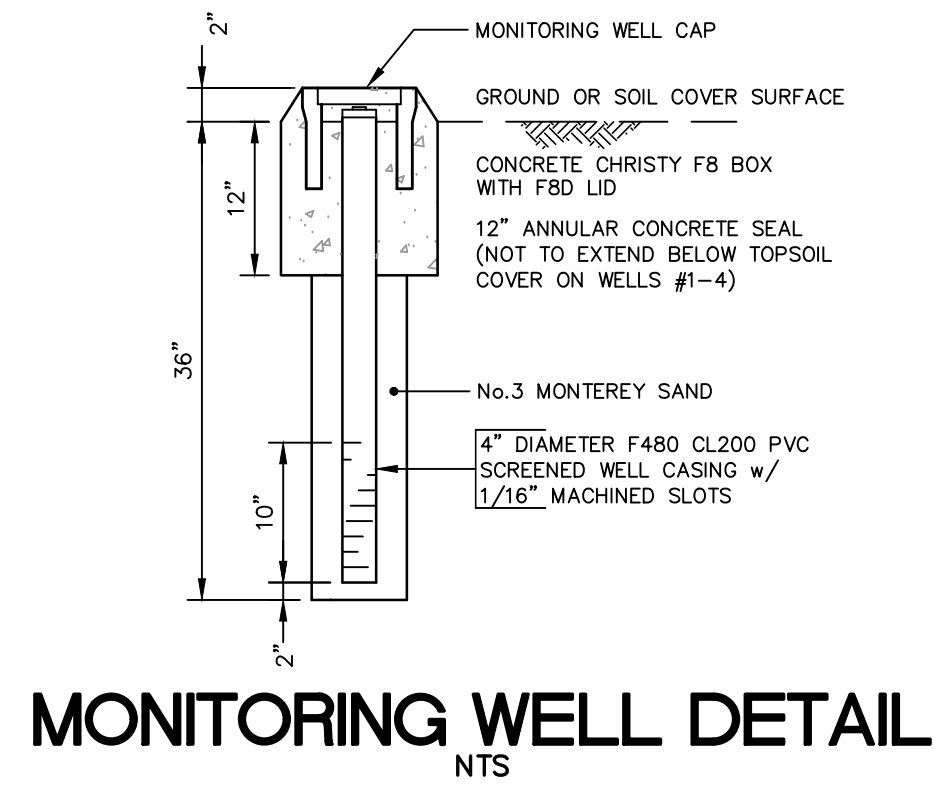
DRIP DISPERSAL TYPE COMMERCIAL SEWAGE DISPOSAL SYSTEM DETAILS
9045 HWY 12
Kenwood, California
APN 050-275-049

Scale: AS SHOWN
Date: SEPTEMBER 7, 2021
Design by: CJB
Drawn by: CJB
Checked by: SRB

Sheet
W3
of 4 Sheets
Job No. 21078



TRENCH SECTION
NTS



MONITORING WELL DETAIL
NTS

AdvanTex Treatment System
AX 20 Series - Mode 3b



ORENCO SYSTEMS NOTES:

SEE ADVANTEX-AX TREATMENT SYSTEM "INSTALLATION GUIDE" AVAILABLE FROM ORENCO SYSTEMS, INC. 1-800-348-9843

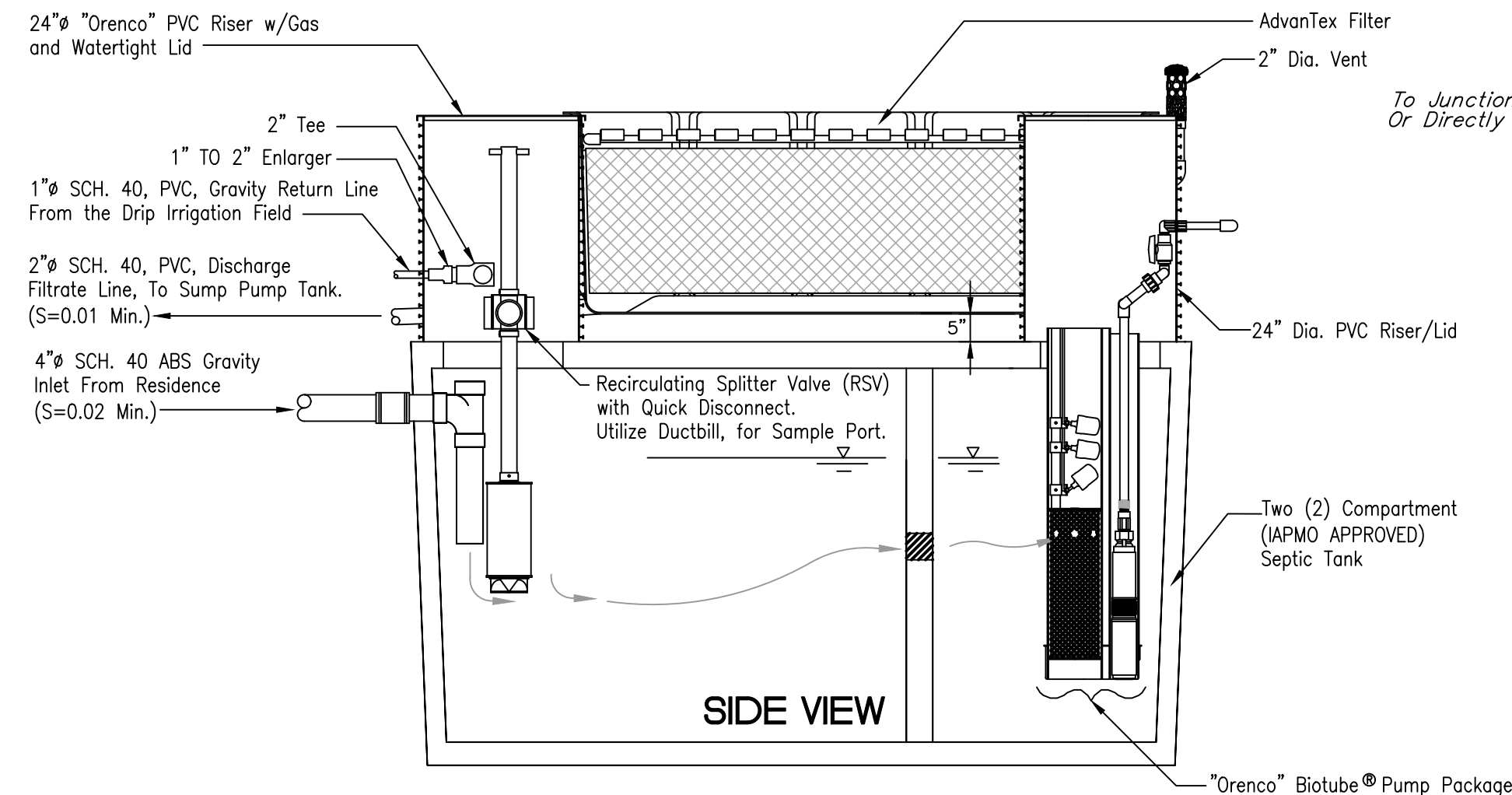
SEE ORENCO SYSTEMS, INC. "ADVANTEX TREATMENT SYSTEMS FOR TREATMENT OF ON SITE WASTEWATER, DESIGNER/ENGINEERING PACKAGE" FOR PARTS, ASSEMBLY AND DESIGN INFORMATION.

USE A 5 TO 1 RECIRCULATION RATIO BASED ON THE EXPECTED ACTUAL AVERAGE DAILY FLOW.

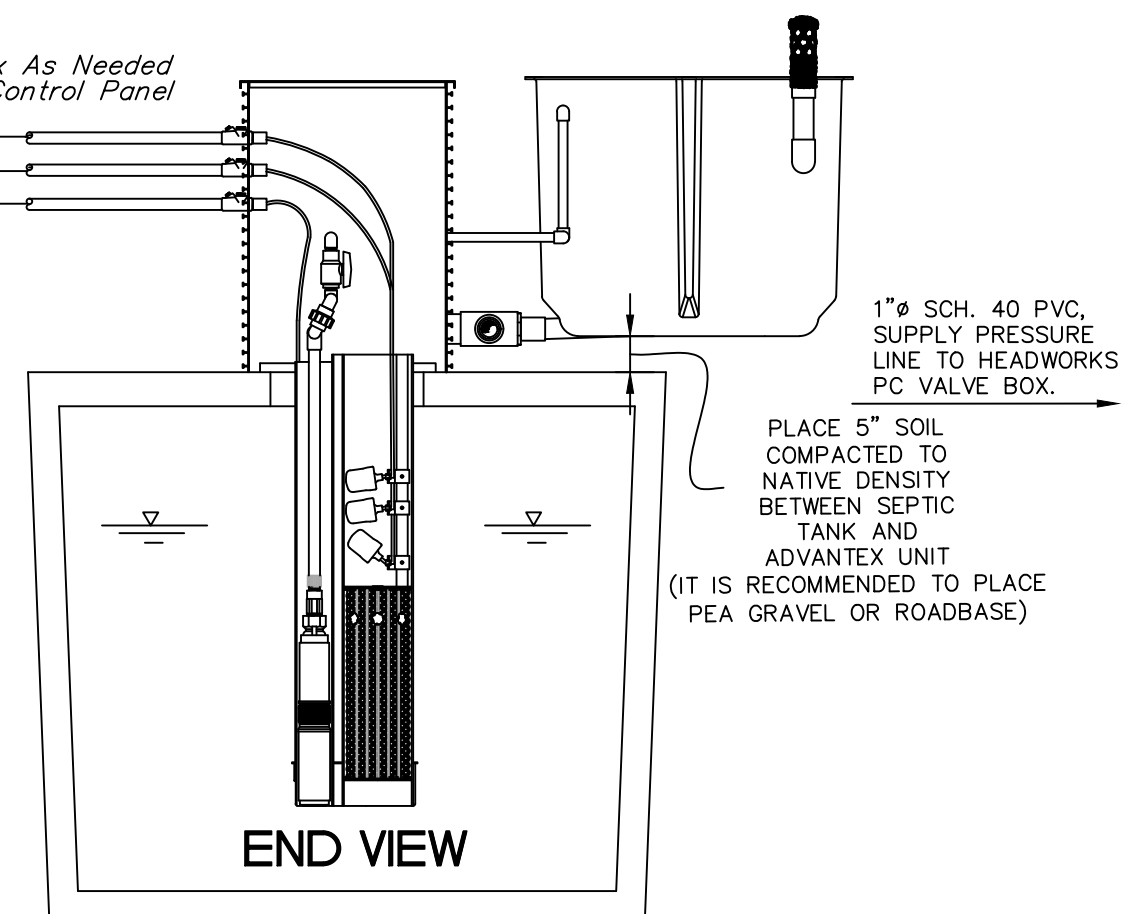
SAME CONTROL PANEL REQUIRED FOR BOTH PUMPS WHEN USING A PRESSURE DOSING SYSTEM.
CONTROL/ALARM BOX - Advantex VeriComm Mode 3B "Sonoma" style control panel. See (PUMP SUMP DETAIL) with fused disconnect & motor protection switch, HOA switch, alarm, alarm on/off test switch, light & non-resettable dose counter.

- NOTE:**
- DO NOT INSTALL JUNCTION BOX IN TANK RISERS.
 - INSTALL GAS TIGHT FITTINGS IN JUNCTION BOX CONDUIT AT EXIT OF TANK RISER.
 - JUNCTION BOX, IF REQUIRED NEEDS TO BE 18" MINIMUM ABOVE GROUND SURFACE.
 - CONTROL PANEL TO BE MOUNTED 36" MINIMUM ABOVE GROUND SURFACE.

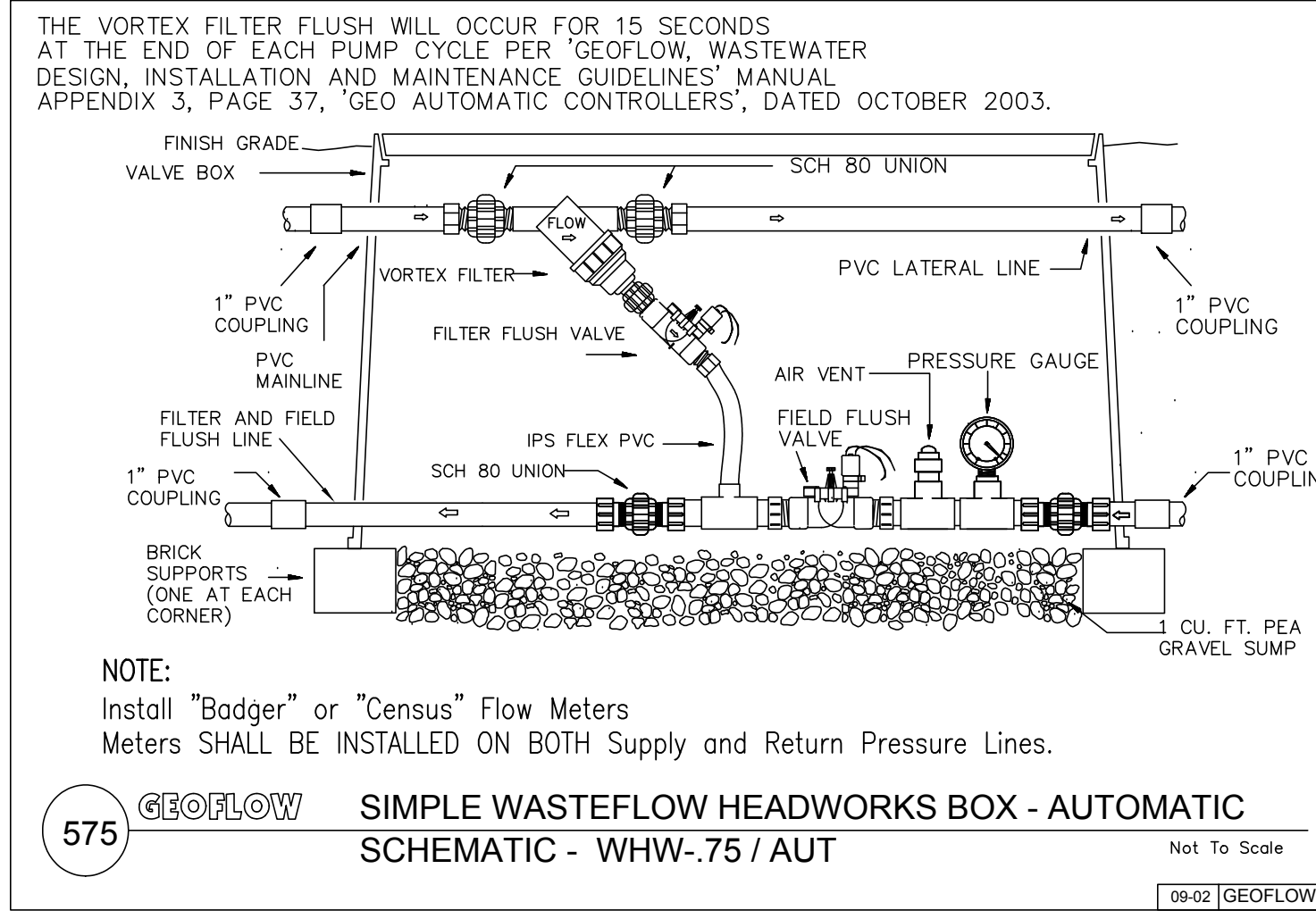
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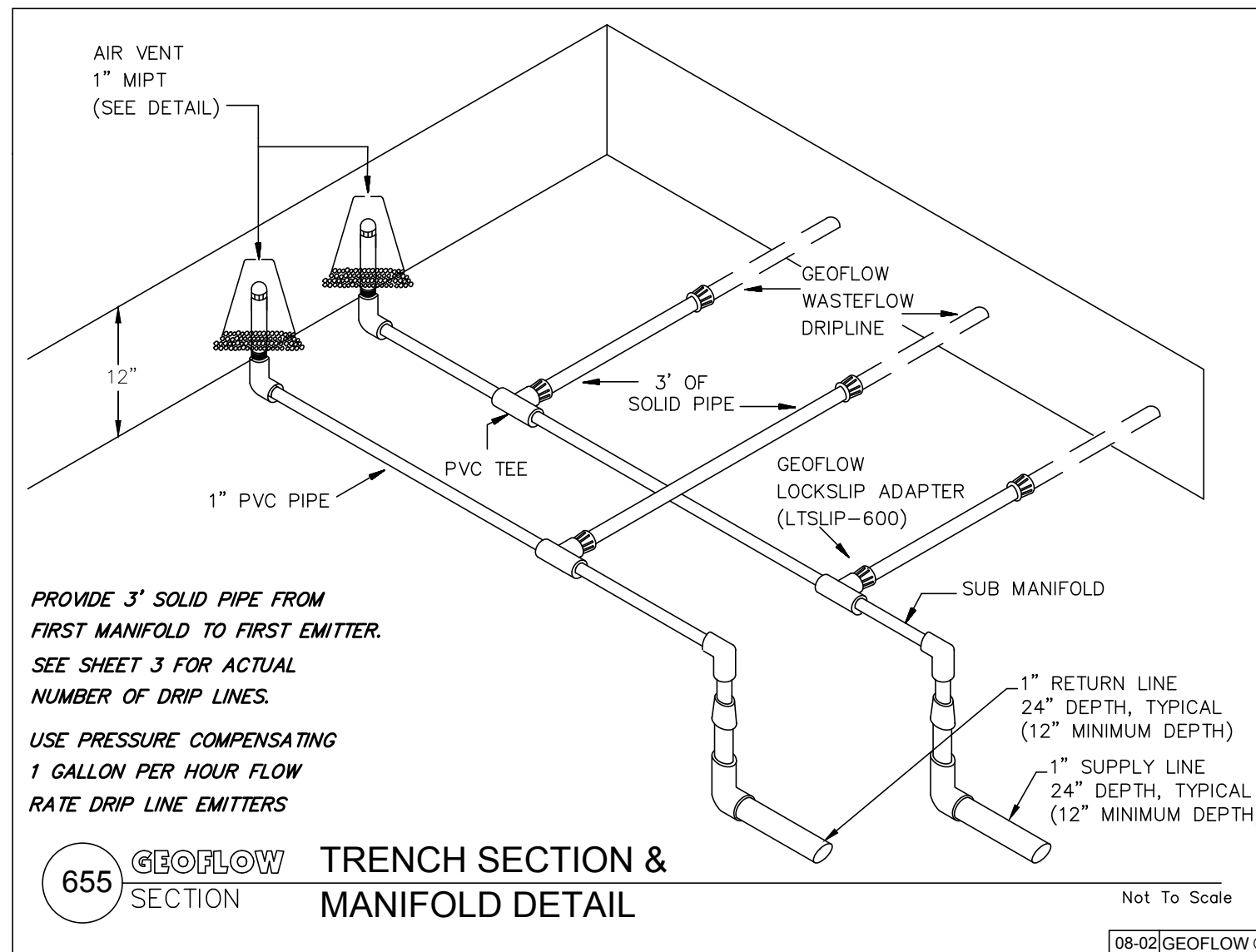
1,500 GALLON CONCRETE SEPTIC TANK
NTS



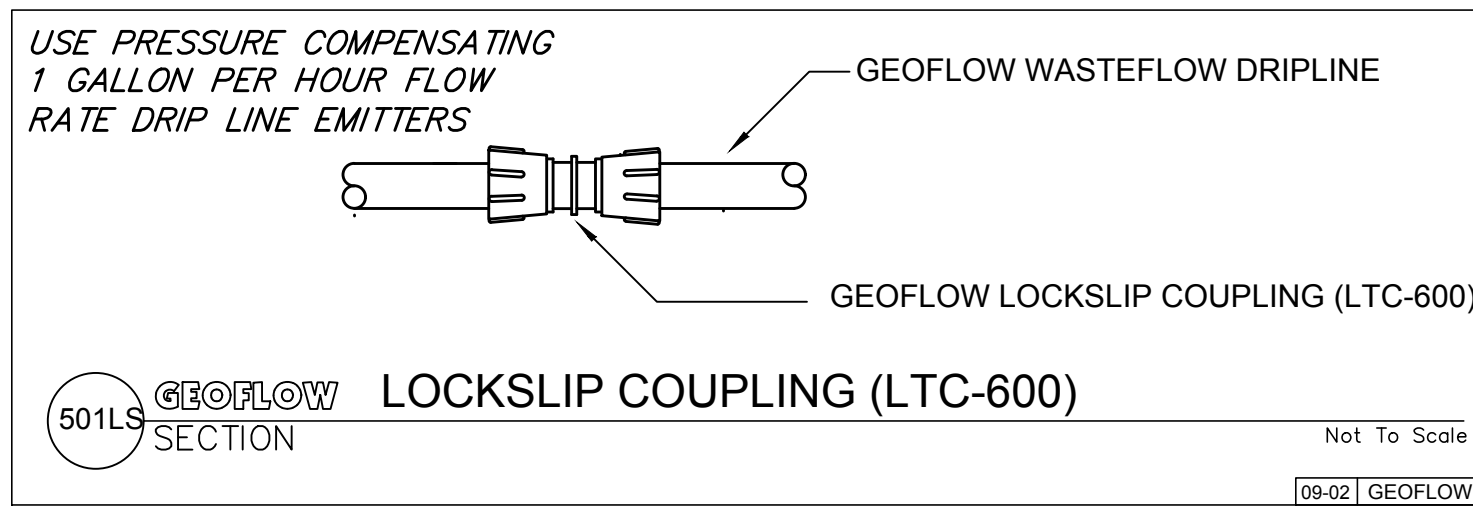
1,500 GALLON CONCRETE SEPTIC TANK
NTS



575 GEOWFLOW SIMPLE WASTEFLOW HEADWORKS BOX - AUTOMATIC SCHEMATIC - WHW-75 / AUT
Not To Scale

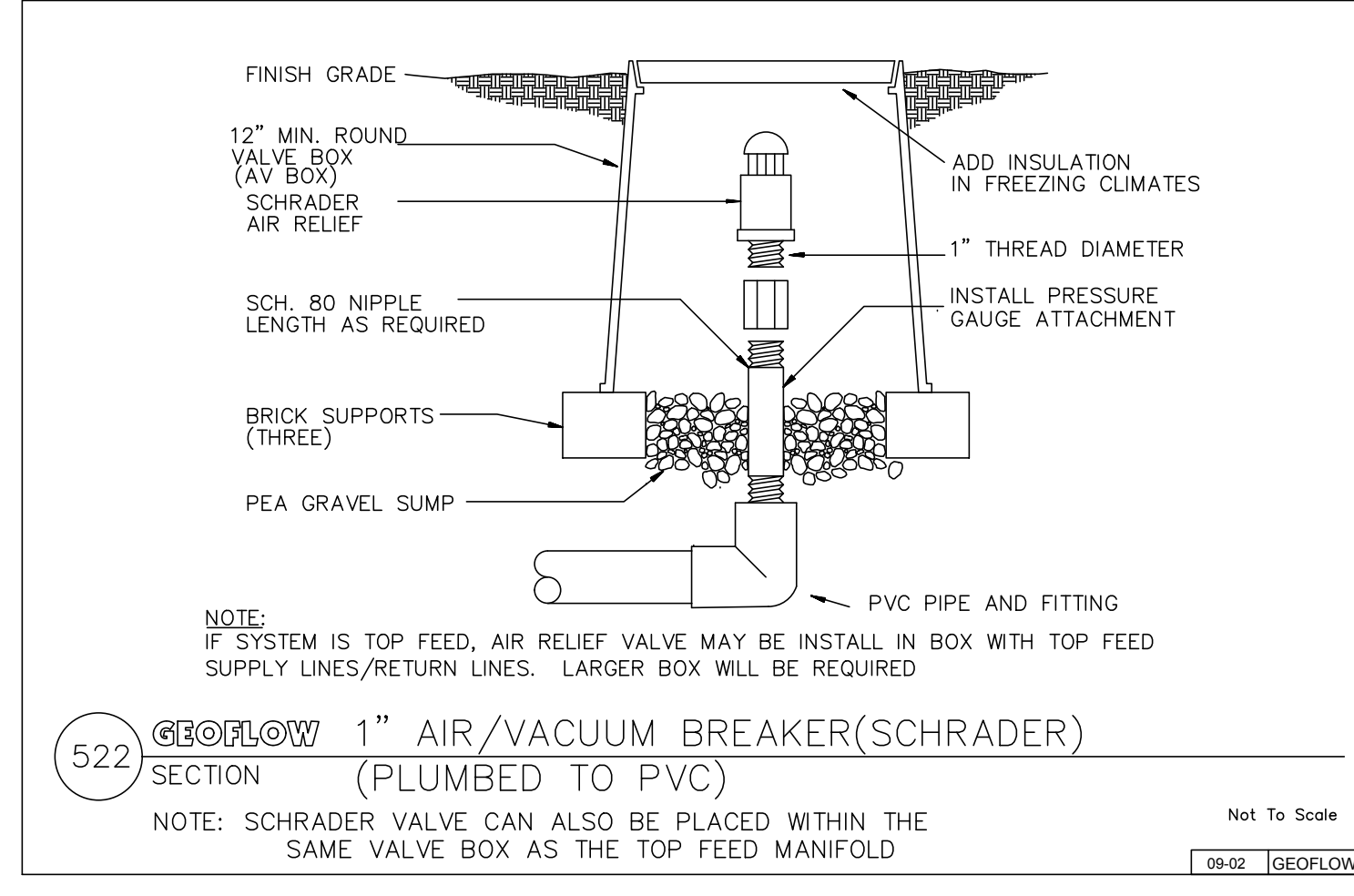


655 GEOWFLOW TRENCH SECTION & MANIFOLD DETAIL
Not To Scale

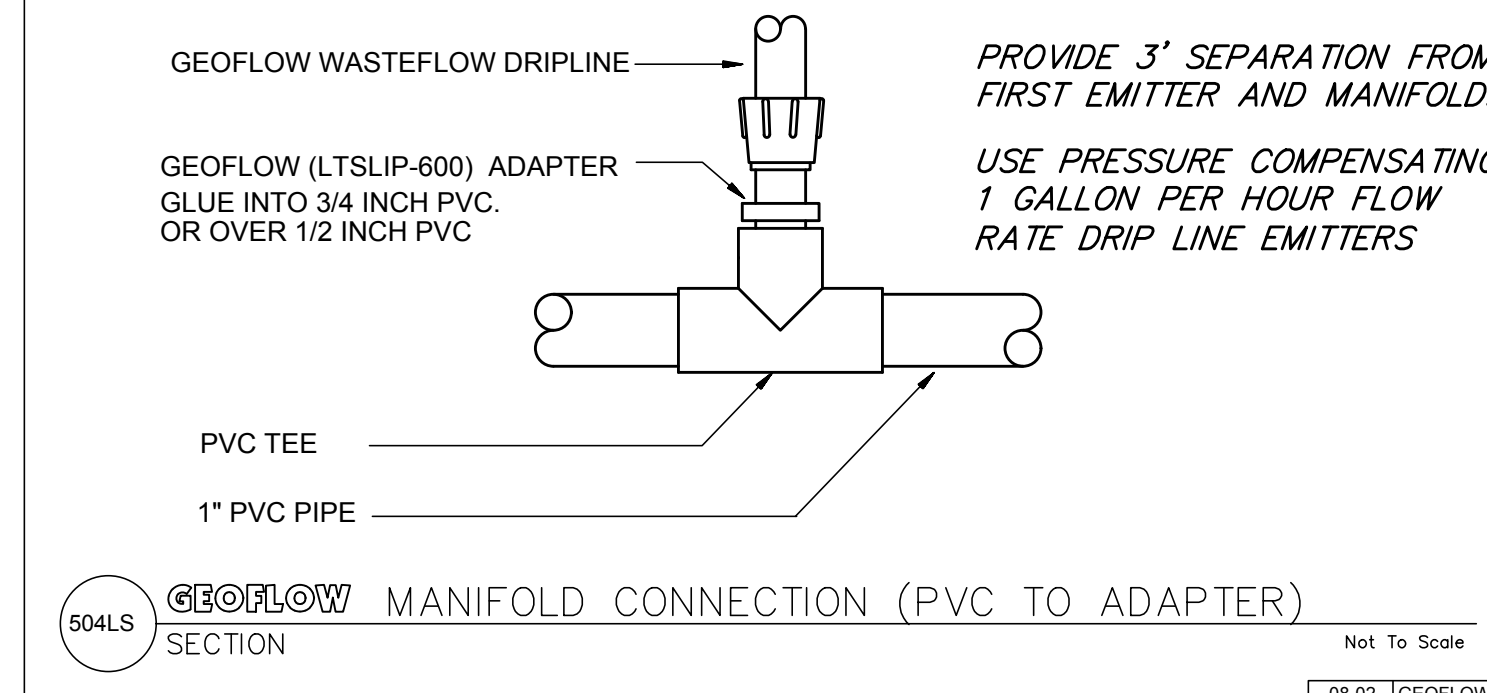


501LS GEOWFLOW LOCKSLIP COUPLING (LTC-600)
Not To Scale

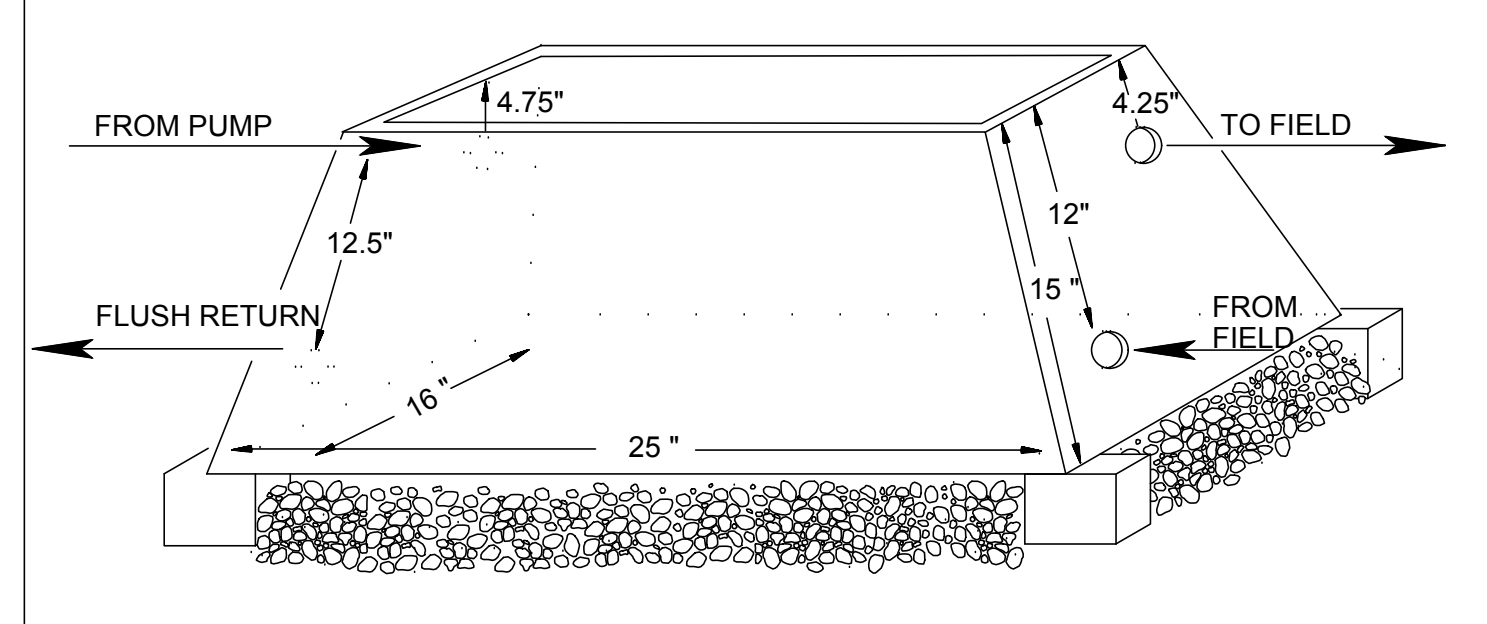
Note: Contact Geoflow Inc. for all Geoflow parts.



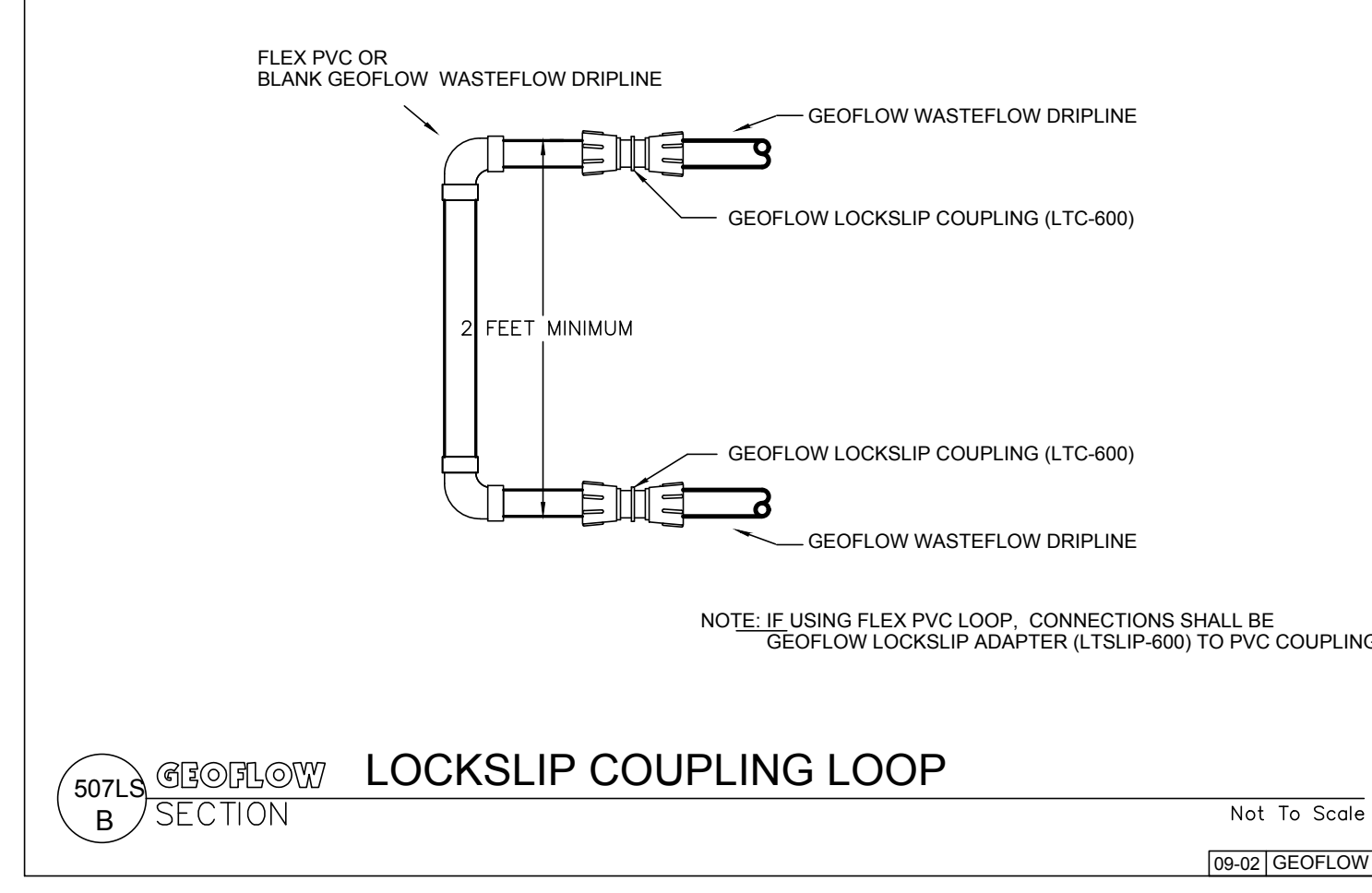
522 GEOWFLOW 1" AIR/VACUUM BREAKER(SCHRADER) SECTION (PLUMBED TO PVC)
Not To Scale



504LS GEOWFLOW MANIFOLD CONNECTION (PVC TO ADAPTER) SECTION
Not To Scale



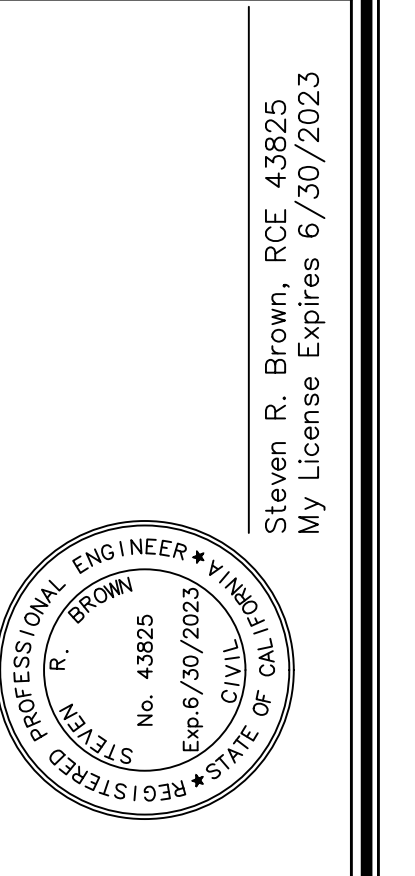
577 GEOWFLOW SIMPLE WASTEFLOW HEADWORKS BOX - DIMENSIONS 1" AND 3/4" MODELS
Not To Scale



507LS B GEOWFLOW LOCKSLIP COUPLING LOOP SECTION
Not To Scale

No.	Date	Description	Approved

adobe associates, inc.
civil engineering | land surveying | wastewater
1220 N. Dutton Ave., Santa Rosa, CA 95401
P. (707) 541-2300 F. (707) 541-2301
Website: www.adobeinc.com



DRIP DISPERSAL TYPE COMMERCIAL SEWAGE DISPOSAL SYSTEM DETAILS
Kenwood, California
9045 HWY 12
APN 050-275-049

Scale:	AS SHOWN
Date:	SEPTEMBER 7, 2021
Design by:	CJB
Drawn by:	CJB
Checked by:	SRB
Sheet	
W4	
of 4 Sheets	
Job No. 21078	

File: 11.2021 PROJECTS\21078\W4\DWG-SEWAGE-DRIP\DWG-21078-DRIP.DWG, 9/27/2021, 8:02:38 PM, PVA/Chris_Balaban

Pavement Maintenance Proposal

Kenwood Fire Protection District

Daren Bellach

Project:

Kenwood Fire Protection District: 2021 Asphalt Maintenance

9045 Sonoma Hwy
Kenwood, California 95452



Brad Davis
Chief Estimator

Safety. Quality Work. Excellent Service

Company Info



Stripe 'n' Seal Inc.
P.O. Box 7347
Santa Rosa, CA 95407

P: 707-528-3377
F: 707-544-7149
<http://www.snsasphalt.com>

Contact Person

Brad Davis
Chief Estimator
brad@stripensealinc.com
Cell: 707-975-9691
Office 707-528-3377

About Us

PROUDLY SERVING THE WINE COUNTRY AND BEYOND FOR OVER 50 YEARS!!

Since 1971, our customers have trusted us to provide the highest quality service and solutions that are superior to our competition. As a result, we are the asphalt service leader in our community. Stripe N Seal Inc. wants the best for your property as well as our future business relationship. From our family to yours, we wish you the best on your project!!

SNSASPHALT.COM CA #308128

Proposal: Kenwood Fire Protection District: 2021 Asphalt Maintenance



Asphalt Repair (Red Area: See Site Plan)

1. This area includes approximately (250) square feet.
2. Set up traffic safety signage and barricading surrounding the work area.
3. Our firm will excavate or grind out the specified area(s) of deteriorated asphalt up to a depth of (4) inches. We will off-haul and dispose of the materials at a proper recycling facility.
4. Balance and compact existing underlying base to ensure optimum strength.
5. Liquid asphalt adhesive is applied to all vertical asphalt edges.
6. Provide, properly place, and compact (4) inches of hot mix asphalt to the specified area(s).
7. When asphalt is paved 4"-6" thick, it will be compacted in *two lifts* in order to achieve optimum compaction and improved finished look.
8. After completion, we will clean the area, properly dispose or recycle our debris, and open this area to traffic when it is safe.
9. To achieve the most efficient performance and minimal interruption to this site, we have priced this work to be completed in (1) weekday(s).

Total Price: \$5,680.00

Hot Rubberized Crack Sealing

1. On the very same day as asphalt sealing, properly remove dirt, loose gravel, and weeds from cracks in order to provide an adequate sealant reservoir.
2. Fill cracks 1/4" and wider with rubberized crack sealer.
3. This will leave a slightly visible 4" wide band wherever these cracks have been sealed.

Total Price: \$520.00

Asphalt Preparation and Sealcoating (Yellow Area: See Site Plan)

1. This area comprises approximately (8,000) square feet.
2. Set up traffic safety signage and barricading surrounding the work area.
3. Asphalt surfaces will be cleaned free of loose materials, weeds, grass and dirt with wire brushes, power blowers, and a vacuum power broom when necessary.
4. Tape off all utility lids, drains, and manhole covers.
5. **Oil Stains** will be scraped, cleaned, and then a latex *Polyseal* product will be applied to these areas when necessary.
6. **Squeegee Application:** Install a **1 coat** application of our asphalt sealant product by hand squeegee and machine buggy in order to insure the best finished look and proper application rate.
7. **Sealant Material:** Our sealing company applies *Overkote Plus* pavement sealer by *Raynguard* because it has proven to be a durable, flexible, and long lasting product when compared to all other asphalt sealants available.
8. **Additives:** Based on the existing condition of the asphalt, our experienced crew members will add latex and #30 sand to the sealant mixture in order to help fill voids and provide a better finished look.
9. To achieve the most efficient performance and minimal interruption to this site, we have priced this work to be completed in (1) weekday(s). If you would like this work sequenced differently, please feel free to ask us as it may change our pricing.
10. After completion, we will clean the area, properly dispose or recycle our debris, leave this area barricaded for proper overnight drying.

Total Price: \$2,580.00

Proposal: Kenwood Fire Protection District: 2021 Asphalt Maintenance



Add Option: Second Coat of Sealcoat (Recommended)

1. In order to increase durability, provide a more smooth finish, and extend the sealcoat's life, we will provide an additional coat of sealer on the very same day.

Total Price: \$790.00

Striping and Stenciling

1. On the next day after sealing, layout and re-paint the pavement markings affected by this work per the existing layout with **Low VOC commercial grade traffic paints**.
2. If you would like any changes to the striping layout, please bring this to our attention before the project.
3. After completion, we will clean the area, properly dispose or recycle our debris, and re-open this area to traffic when it is safe.

Total Price: \$1,850.00

Proposal: Kenwood Fire Protection District: 2021 Asphalt Maintenance



Asphalt Repair Site Plan



Notes:

Proposal: Kenwood Fire Protection District: 2021 Asphalt Maintenance



Asphalt Seal Site Plan



Notes:

Price Breakdown: Kenwood Fire Protection District: 2021 A Maintenance



Please find the following breakdown of all services we have provided in this proposal.

This proposal originated on August 31, 2021.

Item	Description	Cost
1.	Asphalt Repair (Red Area: See Site Plan)	\$5,680.00
2.	Hot Rubberized Crack Sealing	\$520.00
3.	Asphalt Preparation and Sealcoating (Yellow Area: See Site Plan)	\$2,580.00
4.	Add Option: Second Coat of Sealcoat (Recommended)	\$790.00
5.	Striping and Stenciling	\$1,850.00

Authorization to Proceed & Contract

This proposal may be withdrawn if not accepted within 15 days. The above pricing, scope of work, payment terms, and terms and conditions on this and the following page(s) are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment Terms

We agree to pay the total sum or balance in full upon completion of this project.

Monthly progress payments are required for projects extending past 30 days. Service charges of 1.5% per month to be added on to any unpaid balance.

Date: _____

Daren Bellach | Fire Chief
Kenwood Fire Protection District
9045 Sonoma Hwy
Kenwood, California 95452
daren@kenwoodfire.com
C: .
O: 707-833-2042

Brad Davis | Chief Estimator
Stripe 'n' Seal Inc.
P.O. Box 7347
Santa Rosa, CA 95407
E: brad@stripensealinc.com
C: 707-975-9691
P: 707-528-3377
F: 707-544-7149
<http://www.snsasphalt.com>

Contract Terms & Conditions

- 1. Our Guarantee to You:** All work will be completed in a workmanlike manner according to standard industry practices. Our application methods and selected material products are of the highest quality this industry has to offer. Our goal is 100% client satisfaction with the quality of our work.
- 2. Our Included Insurance Package:** For both yours and our protection, we pay a premium for insurance coverage that exceeds this industry's standard. All of our employees are protected by Worker's Compensation Insurance. We will provide you with a certificate and additionally named insured documents upon request. Our insurance does not cover the Owner's property in regards to Builder's Risk, Earthquake, Wind or Fire Damage. If interested in these coverages, the Owner should check with their insurance company and would be responsible for obtaining."
- 3. Owner's Responsibilities:** Please turn off irrigation 48 hours prior and remain off until 24 hours after all sealing and striping services. Have all weeds sprayed and landscaping cut back behind curbs and edges of asphalt (see "Asphalt Cleaning and Preparation" section). Provide and identify at least (1) on-site water source for the small amount of water we may need to perform our services. Make sure that all parties involved have been properly notified of this work, we will provide you with a professional notice. Provide a preferred towing service in case vehicle towing is necessary (see "Vehicle Towing" section). Please read the following information entirely:
- 4. Tire Marks and Tearing:** During the curing process of all asphalt products, tire marks and tears will occur. Please do not be alarmed, this occurrence is unavoidable and happens on all freshly sealed or paved asphalt surfaces. In time, these markings will blend in and become less noticeable. Tire marks are more frequent directly after completion, in warm conditions, in areas of heavy traffic, and after thick coating applications. Although asphalt products can be dry to the touch within a few hours normally, they may take 6-12 months to fully cure. Tearing marks can be touched up later if desired with an additional trip charge.
- 5. Vehicle Towing:** It is the owner's responsibility to identify a towing service that may be contacted on the day of the work. If vehicles are in the way of our work on the scheduled day, these vehicles may be towed at the expense of the property or vehicle owner. Stripe N Seal Inc. and towing company hired are not responsible for damages to vehicles as a result of moving or towing vehicle.
- 6. Asphalt Cleaning and Preparation:** Our services include wire broom, crack debris removal, and back pack blowers to push debris away from the surface. For larger and commercial projects, we use a vacuum assisted power broom machine. Areas of moss, algae, flaking sealcoat, light or heavy dirt staining, must be cleaned prior to our work. Weeds growing from cracks must be sprayed with an herbicide (2) weeks prior to our work. Grass or dirt that has covered the edges of asphalt or curbing must be exposed and cleaned prior to our work. Remove all dirt, debris, or other loose items off of the asphalt area. Additional cleaning fees may apply if asphalt conditions are not in accordance with these guidelines. Stripe N Seal Inc. is not responsible for adhesion problems due to these conditions. (see "Sealcoating" section)
- 7. Crack Sealing:** Asphalt is constantly moving due to thermal expansion/contraction, expansive soils, and vehicle loading. Over time, it becomes brittle and loses the elastic ability to flex. This first results in the form of a crack, similar to the concept of an "expansion joint". The intended use of crack sealer is to reduce, not eliminate, the amount of water intrusion into cracks. Crack sealer will tear when vehicle tires are turned on top, especially in the heat of the day. This material is rubberized in order to stretch and compress as cracks open and close. When this happens, crack sealer materials may settle, split, or rise soon after application. This cannot be prevented with the use of elastic rubberized crack sealing materials. Crack sealer will be visible through Sealcoat in the form of a slightly raised black colored 4" wide band wherever the cracks have been filled. Our crack sealing methods include filling cracks that are approximately 1/4" wide and wider. Cracks that are smaller than 1/4" are deemed too small for the proper amount of material to expand and contract with movement. "Alligatored" or closely formed cracking areas in your asphalt are not filled with rubberized crack sealer. These areas will need asphalt excavation repair when the time is right.
- 8. Sealcoating:** Sealcoat products are not guaranteed to adhere to asphalt saturated with water, dirt, mud, dust, tree sap, oil, or other foreign materials (see "asphalt cleaning" section). Sealcoat "flaking" may occur when our sealcoat product is being applied on top of a previously sealcoated surface, wherever sealcoat has been applied very thick on past applications, on surfaces that are not pressure washed prior to our work, wherever standing water occurs, etc. Small, thin hairline cracks in the sealcoat may occur during the curing stage wherever sealcoat has been heavily applied or overlapped. Streak marks may be visible from application. Sealcoat is not designed to restore old and coarse asphalt back to new condition. Carports or covered areas may receive one heavy coat since they are protected from the sun. (see "Tire Marks and Tearing" section)
- 9. Slurry Sealing (Type 2):** Surface aggregate will shed during the curing process. This residual sand can be blown away or swept by owner at a later date. Striping paint may need re-coating within a year or two after completion. Not guaranteed to adhere to concrete or unstable ground. On smooth surfaces, slurry seal will tear easier and wear faster. In time, cracks will reflect through slurry seal.

Proposal: Kenwood Fire Protection District: 2021 Asphalt Maintenance



10. **Asphalt Paving/Repairs:** Work is specified in detail within our service description and pricing. If we encounter asphalt that is thicker than specified in this proposal, additional asphalt material and labor fees may be required. This additional discounted fee must be in the form of a verbal and written agreement between SNS and the owner immediately after discovery of this unforeseen occurrence (see contract changes and additional work section). SNS is not responsible for unforeseen soft subgrade conditions below asphalt surface. Additional efforts required to stabilize these areas will be provided at a discounted rate and must also be agreed upon immediately after discovery in the form of a verbal and written agreement. Small puddles are normal on all new asphalt surfaces that are less than 2% slope. These small areas of standing water will not cause damage to asphalt and will evaporate quickly. Asphalt Overlays will eventually show reflective cracking. Tire marks may occur during the curing stages of new asphalt. Fresh concrete may have small hairline cracking after pouring as a result of shrinkage and hardening. All provided site plans are for referencing purposes only and may not be "to scale".
11. **Traffic Paint:** Paint products are not guaranteed to adhere to asphalt saturated with water, dirt, mud, dust, tree sap, oil, or other foreign materials (see "asphalt cleaning" section). Concrete must cure for more than 30 days prior to painting. In smooth or freezing conditions, striping paint can be slippery. Curb paints may flake as a result of too many layers of paint.
12. **Payment Terms:** Full payment due upon completion of our work. Monthly progress payments are required for projects extending past 30 days. Service charges of 1.5% per month to be added to any unpaid past due balance. For your convenience we accept MasterCard and Visa for most accounts, please call for details.
13. **Contract Changes:** Changes to the above listed description of work that require additional cost, time, or sequencing must be mutually approved by written or verbal contract change order directive prior to execution. Examples of potential changes may include directives by the owner, it's representative, a governing agency, unforeseen site conditions, underground utility conflicts, thicker than specified asphalt or concrete replacement, items of work not specifically included, soft base conditions, cars or other work area obstructions, irrigation left on, etc.
14. **Potential Costs Items Not Included:** Permits, permit processing, fees, prevailing wages, testing, design, inspections, engineering, on-site water source, towing, additional phasing, or handling contaminated material. All agreements contingent upon strikes, accidents, or delays beyond our control. SNS is not responsible for repair of unknown underground utilities and scratches/tire marks from heavy equipment and trucks. This quote is based on the current material pricing. If the price of these materials increases prior to the start of your project due to customer scheduling delay(s), Stripe N Seal Inc. reserves the right to add a surcharge. The surcharge will only reflect the actual cost passed on by our suppliers. Please feel free to contact us if you have any questions.
15. **Important Notes:** Stripe N Seal Inc. cannot be responsible for observing and identifying all existing conditions such as tripping hazards, tree root damage, uneven surfaces, and other liabilities that exist among sidewalks and parking lots. Water drainage improvements are not included in our work unless specifically noted.
16. **ADA Improvements:** Owner acknowledges that all work to be performed by contractor pursuant to this proposal is at the specific direction of owner and that contractor makes no representations as to whether or not the work directed by owner complies with all governing agency disability access requirements. Owner has hereby been advised by contractor to obtain the professional advice of owner's engineers, consultants or other ADA experts in order to determine whether owner's premises are in compliance with the ADA or other disability access laws. Owner acknowledges that owner is not relying on contractor to determine such code compliance. Owner agrees to defend, indemnify and hold contractor harmless from any claim by owner or any third party that owner's premises do not comply with disability access requirements or that the work performed by contractor pursuant to owner's direction does not comply with disability access requirements. In the event suit is initiated to enforce any terms of this contract, venue shall be Sonoma County and the prevailing party shall be entitled to reasonable attorneys' fees.
17. **Required California Contractors License Board Statements Including Mechanics' Lien Warning:** Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land or property where the work was performed and to sue you in court to obtain payment. To preserve the right to file a claim or lien against your property, certain claimants such as material suppliers are required to provide you with a document called a "Preliminary Notice." A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. For more information on mechanics liens please visit our website www.stripensealinc.com or call our office (707) 528-3377. Additional info can also be found by visiting www.cslb.ca.gov or by calling CSLB at 800-321-CSLB.

Kenwood Fire Protection District
Reconciliation Detail
1031 - Exchange Operating, Period Ending 08/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,517,103.94
Cleared Transactions						
Checks and Payments - 29 items						
Check	07/27/2021	2361	Johnston/Thomas	X	-5,120.33	-5,120.33
Check	07/27/2021	2360	Sonia E. Taylor	X	-2,043.76	-7,164.09
Check	08/02/2021	ach	CALPERS Health	X	-9,373.43	-16,537.52
Check	08/02/2021	ach	CALPERS Retirem...	X	-2,079.79	-18,617.31
Check	08/02/2021	ach	CALPERS Retirem...	X	-2,005.79	-20,623.10
Bill Pmt -Check	08/10/2021	2367	F A I R A	X	-17,353.00	-37,976.10
Bill Pmt -Check	08/10/2021	2374	Rosatti Consulting	X	-7,980.00	-45,956.10
Bill Pmt -Check	08/10/2021	2365	Cardmember Service	X	-4,676.65	-50,632.75
Bill Pmt -Check	08/10/2021	2373	North Bay Petroleum	X	-1,987.99	-52,620.74
Bill Pmt -Check	08/10/2021	2371	Marshall's Machine ...	X	-1,280.58	-53,901.32
Bill Pmt -Check	08/10/2021	2363	AIR EXCHANGE, I...	X	-683.13	-54,584.45
Bill Pmt -Check	08/10/2021	2369	IBS of North Bay	X	-397.70	-54,982.15
Bill Pmt -Check	08/10/2021	2368	Golden Gate North	X	-216.47	-55,198.62
Bill Pmt -Check	08/10/2021	2372	New York Life	X	-171.00	-55,369.62
Bill Pmt -Check	08/10/2021	2366	E D D	X	-168.00	-55,537.62
Bill Pmt -Check	08/10/2021	2375	TIAA COMMERCIA...	X	-167.09	-55,704.71
Bill Pmt -Check	08/10/2021	2364	Burton's Fire, Inc.	X	-31.93	-55,736.64
Transfer	08/11/2021			X	-23,636.52	-79,373.16
Check	08/14/2021	2376	Golden State Emer...	X	-4,163.31	-83,536.47
Check	08/14/2021	2377	Bauer Compressors	X	-1,662.33	-85,198.80
Check	08/20/2021	ACH	CALPERS Retirem...	X	-2,005.79	-87,204.59
Check	08/20/2021	ACH	CALPERS Retirem...	X	-1,879.79	-89,084.38
Check	08/20/2021	ach	CalPERS	X	-700.00	-89,784.38
Check	08/23/2021		Choice Builder	X	-735.12	-90,519.50
Transfer	08/25/2021			X	-20,115.54	-110,635.04
Check	08/27/2021	ach	CALPERS Retirem...	X	-2,038.17	-112,673.21
Check	08/27/2021	ach	CALPERS Retirem...	X	-1,822.66	-114,495.87
Check	08/27/2021	2380	Martin, Dean	X	-387.60	-114,883.47
Check	08/27/2021	2378	Bellach, Daren	X	-387.60	-115,271.07
Total Checks and Payments					-115,271.07	-115,271.07
Deposits and Credits - 2 items						
Deposit	08/10/2021			X	3,928.92	3,928.92
Deposit	08/27/2021			X	1,162.80	5,091.72
Total Deposits and Credits					5,091.72	5,091.72
Total Cleared Transactions					-110,179.35	-110,179.35
Cleared Balance					-110,179.35	1,406,924.59
Uncleared Transactions						
Checks and Payments - 4 items						
Check	08/02/2021	2362	CA State Firefighter...		-2,720.00	-2,720.00
Bill Pmt -Check	08/10/2021	2370	Infante, Susan		-55.00	-2,775.00
Check	08/27/2021	2379	Tedrick, Colin		-387.60	-3,162.60
Check	08/27/2021	2381	Liebert Cassidy Whi...		-62.00	-3,224.60
Total Checks and Payments					-3,224.60	-3,224.60
Total Uncleared Transactions					-3,224.60	-3,224.60
Register Balance as of 08/31/2021					-113,403.95	1,403,699.99
New Transactions						
Checks and Payments - 2 items						
Check	09/02/2021	ach	CALPERS Health		-9,373.43	-9,373.43
Bill Pmt -Check	09/02/2021	2382	New York Life		-171.00	-9,544.43
Total Checks and Payments					-9,544.43	-9,544.43
Total New Transactions					-9,544.43	-9,544.43
Ending Balance					-122,948.38	1,394,155.56



P.O. Box 3788 | Santa Rosa CA 95402-3788
Return Service Requested

Last statement: July 31, 2021
This statement: August 31, 2021
Total days in statement period: 31

KENWOOD FIRE PROTECTION DISTRICT
PO BOX 249
KENWOOD CA 95452

Page 1 of 2
1090042720
(0)

Direct inquiries to:
707 524-3000

Exchange Bank
P O Box 403
Santa Rosa CA 95402

Public Funds Checking

Account number	1090042720	Beginning balance	\$1,517,103.94
Avg collected balance	\$1,459,916	Total additions	5,091.72
		Total subtractions	115,271.07
		Ending balance	\$1,406,924.59

CHECKS

Number	Date	Amount	Number	Date	Amount
2360	08-05	2,043.76	2372	08-19	171.00
2361	08-02	5,120.33	2373	08-17	1,987.99
2363 *	08-17	683.13	2374	08-16	7,980.00
2364	08-17	31.93	2375	08-20	167.09
2365	08-16	4,676.65	2376	08-20	4,163.31
2366	08-16	168.00	2377	08-20	1,662.33
2367	08-19	17,353.00	2378	08-31	387.60
2368	08-16	216.47	2380 *	08-31	387.60
2369	08-18	397.70			
2371 *	08-13	1,280.58			

* Skip in check sequence

DEBITS

Date	Description	Subtractions
08-03	' ACH Withdrawal CALPERS 3100 100000016459487 Kenwood Fire Protectio	2,005.79
08-03	' ACH Withdrawal CALPERS 3100 100000016459523 Kenwood Fire Protectio	2,079.79
08-03	' ACH Withdrawal CALPERS 1800 100000016496431 Kenwood Fire Protectio	9,373.43

KENWOOD FIRE PROTECTION DISTRICT
 August 31, 2021

 Page 2 of 2
 1090042720

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-11	' Internet/Phone Txfr REF 2232101L FUNDS TRANSFER TO DEP XXXXXX2200 FROM ONLINE FUNDS TRANSFER VIA	23,636.52
08-23	' ACH Withdrawal CALPERS 1900 100000016512663 Kenwood Fire Protectio	700.00
08-23	' ACH Withdrawal CHOICE BUILDER ONLIN PMNT 210821 Kenwood Fire Protectio	735.12
08-23	' ACH Withdrawal CALPERS 3100 100000016492556 Kenwood Fire Protectio	1,879.79
08-23	' ACH Withdrawal CALPERS 3100 100000016492514 Kenwood Fire Protectio	2,005.79
08-26	' Internet/Phone Txfr REF 2381218L FUNDS TRANSFER TO DEP XXXXXX2200 FROM ONLINE PAYROLL TRANSFER 0	20,115.54
08-30	' ACH Withdrawal CALPERS 3100 100000016492535 Kenwood Fire Protectio	1,822.66
08-30	' ACH Withdrawal CALPERS 3100 100000016492574 Kenwood Fire Protectio	2,038.17

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
08-11	Deposit	3,928.92
08-31	Deposit	1,162.80

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
07-31	1,517,103.94	08-13	1,475,492.66	08-20	1,435,834.06
08-02	1,511,983.61	08-16	1,462,451.54	08-23	1,430,513.36
08-03	1,498,524.60	08-17	1,459,748.49	08-26	1,410,397.82
08-05	1,496,480.84	08-18	1,459,350.79	08-30	1,406,536.99
08-11	1,476,773.24	08-19	1,441,826.79	08-31	1,406,924.59

Kenwood Fire Protection District

Claims Detail August 10, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>S. O. #</u>	<u>Check #</u>	<u>Open Balance</u>
07/28/2021	L1494039568	E D D	944-0752-5	5911		168.00
08/06/2021	Premium	New York Life	988527634	5925		171.00
07/31/2021	Inv. #3211825	North Bay Petroleum	Diesel	7201		1,987.99
08/01/2021	Invoice	TIAA COMMERCIAL FINANCE, INC	COPIER LEASE 20302720	6400		167.09
07/23/2021	Inv. #91605257	AIR EXCHANGE, INC.	CP Covers/Fuses	6180		683.13
07/23/2021	Inv. S 53799	Burton's Fire, Inc.	3160 Handle	6140		31.93
06/21/2021	PGE	Cardmember Service	4/28-5/26	7320		918.80
07/01/2021	Comcast	Cardmember Service	6/2-7/1	6040		109.92
07/09/2021	GoDaddy	Cardmember Service	Monthly Hosting	6457		19.99
07/07/2021	Peterson	Cardmember Service	3160 Repair	6140		165.05
06/20/2021	ATT	Cardmember Service	Cell Phones	6040		333.87
07/17/2021	747917	Cardmember Service	Blue Def	7201		27.23
07/16/2021	F D A C	Cardmember Service	21/22 Membership	6280		187.50
07/16/2021	Kenwood Water	Cardmember Service	June Service	7320		198.55
07/16/2021	Frontier	Cardmember Service	Telephone	6040		293.50
07/16/2021	Frontier	Cardmember Service	Fax Line	6040		63.66
07/10/2021	Verizon	Cardmember Service	Long Distance	6040		3.09
07/19/2021	PGE	Cardmember Service	5/27-6/27	6040		1,294.20
07/03/2021	Amazon	Cardmember Service	Cleaning Supplies	6080		-38.83
06/22/2021	Amazon	Cardmember Service	Kitchen Supplies	6080		41.76
06/22/2021	Amazon	Cardmember Service	Office Supplies	6080		30.38
06/22/2021	Amazon	Cardmember Service	Cleaning Supplies	6080		68.16
06/22/2021	Amazon	Cardmember Service	Cleaning Supplies	6080		64.50
07/13/2021	Stone Mountain	Cardmember Service	Radio Lapel	6880		774.93
07/01/2021	Amazon	Cardmember Service	Cleaning Supplies	6080		40.40
07/05/2021	Amazon	Cardmember Service	Cleaning Supplies	6080		50.92
07/13/2021	Amazon	Cardmember Service	Office Supplies	6400		29.07
07/16/2021	Inv. #2021-39	F A I R A	FY 21/22 Property & Liability Ins. Pkg. Policy	6100		17,353.00
07/01/2021	Inv. #910154	Golden Gate North	Cleaning Supplies	6080		216.47
07/19/2021	Inv. #111550	IBS of North Bay	Supplies	6880		397.70

Kenwood Fire Protection District

Claims Detail August 10, 2021

07/16/2021	Postage	Infante, Susan	USPS	6400		55.00
06/10/2021	Inv. #40743	Marshall's Machine Shop, Inc.	3197 Repair/Alternator	6140		1,280.58
07/23/2021	Inv. #3.2021	Rosatti Consulting	Public Affairs Consulting	7005		2,980.00
07/23/2021	Inv. 2.2021	Rosatti Consulting	Public Affairs Consulting	7005		5,000.00
7/27/2021	Invoices	Sonia Taylor	Artwork/Mailing/Printing for Tax Measure	7005	2360	2,043.76
7/20/2021	39557/40364	Johnston/Thomas	Legal Services	7005	2361	5,120.33
8/2/2021	Inv. 12140	CA State Firefighters Assoc.	21/22 Membership	6280	2362	2,720.00
7/14/2021	Classic	Calpers Retirement	06/14/21-06/27/21	5923	ACH	1,890.84
7/14/2021	Pepra	Calpers Retirement	06/14/21-06/27/21	5923	ACH	1,605.66
7/27/2021	Classic	Calpers Retirement	06/28/21-07/11/21	5923	ACH	2,077.75
7/27/2021	Pepra	Calpers Retirement	06/28/21-07/11/21	5923	ACH	2,045.07
8/2/2021	Classic	Calpers Retirement	07/12/21-07/25/21	5923	ACH	2,005.79
8/2/2021	Pepra	Calpers Retirement	07/12/21-07/25/21	5923	ACH	2,079.79
8/2/2021	Health	Calpers Health	August Premium	5930	ACH	9,373.43
8/20/2021	Vision/Dental	Choice Builder	September Premium	5930	ACH	735.12

08/10/2021 Claims Total

66,866.08

Signature: _____
 Signature: _____
 Signature: _____
 Signature: _____
 Signature: _____

Title: Director
 Title: Director
 Title: Director
 Title: Director
 Title: Director

Kenwood Fire Protection District
Reconciliation Detail
1032 · Exchange Bank Payroll, Period Ending 08/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,177.17
Cleared Transactions						
Checks and Payments - 11 items						
Check	12/31/2020	50168	Branconi, Mark	X	-169.18	-169.18
Check	07/16/2021	50224	Uboldi, Robert	X	-139.20	-308.38
Check	07/30/2021	50233	Todd, Douglas	X	-1,379.78	-1,688.16
Check	07/30/2021	50234	Uboldi, Robert	X	-239.19	-1,927.35
Check	07/30/2021	50229	McIntosh, Dennis	X	-70.68	-1,998.03
Check	08/13/2021	ACH	DIRECT DEPOSIT ...	X	-16,006.08	-18,004.11
Check	08/13/2021	ACH	PAYROLL TAX PA...	X	-5,747.78	-23,751.89
Check	08/13/2021	ACH	IBS PR Fee	X	-88.60	-23,840.49
Check	08/27/2021	ach	DIRECT DEPOSIT ...	X	-13,980.02	-37,820.51
Check	08/27/2021	ach	PAYROLL TAX PA...	X	-4,467.01	-42,287.52
Check	08/27/2021	ach	IBS PR Fee	X	-91.15	-42,378.67
Total Checks and Payments					-42,378.67	-42,378.67
Deposits and Credits - 2 items						
Transfer	08/11/2021			X	23,636.52	23,636.52
Transfer	08/25/2021			X	20,115.54	43,752.06
Total Deposits and Credits					43,752.06	43,752.06
Total Cleared Transactions					1,373.39	1,373.39
Cleared Balance					1,373.39	6,550.56
Uncleared Transactions						
Checks and Payments - 24 items						
Check	04/24/2020	50073	Moretti, August J		-70.67	-70.67
Check	04/24/2020	50076	Seitz, Caylie		-20.00	-90.67
Check	04/24/2020	50074	Paolini, Travis		-20.00	-110.67
Check	07/31/2020	50112	Seitz, Caylie		-20.00	-130.67
Check	01/29/2021	50179	Moretti, August J		-70.68	-201.35
Check	04/23/2021	50193	Cooper, John		-70.67	-272.02
Check	04/23/2021	50199	Moretti, August J		-70.67	-342.69
Check	06/04/2021	50210	Lopez, Daniel		-101.40	-444.09
Check	06/18/2021	50217	Uboldi, Robert		-139.20	-583.29
Check	06/18/2021	50214	Sears, Chase		-101.40	-684.69
Check	06/30/2021	50218	Sears, Chase		-101.40	-786.09
Check	06/30/2021	50219	Tedrick, Colin		-101.40	-887.49
Check	07/16/2021	50222	Sears, Chase		-101.41	-988.90
Check	07/30/2021	50227	Gulson, Benjamin		-100.00	-1,088.90
Check	07/30/2021	50230	Miller, Zack		-100.00	-1,188.90
Check	07/30/2021	50228	Lopez, Daniel		-80.00	-1,268.90
Check	07/30/2021	50231	Moretti, August J		-70.68	-1,339.58
Check	07/30/2021	50225	Cooper, John		-70.68	-1,410.26
Check	07/30/2021	50226	Doss, Daymon		-70.68	-1,480.94
Check	07/30/2021	50232	PLATT, JOSEPH		-30.00	-1,510.94
Check	08/13/2021	50235	Todd, Douglas		-1,654.86	-3,165.80
Check	08/13/2021	50236	Uboldi, Robert		-139.20	-3,305.00
Check	08/27/2021	50237	Todd, Douglas		-1,438.17	-4,743.17
Check	08/27/2021	50238	Uboldi, Robert		-139.19	-4,882.36
Total Checks and Payments					-4,882.36	-4,882.36
Deposits and Credits - 1 item						
General Journal	06/30/2019	AJE17			16,292.21	16,292.21
Total Deposits and Credits					16,292.21	16,292.21
Total Uncleared Transactions					11,409.85	11,409.85
Register Balance as of 08/31/2021					12,783.24	17,960.41
Ending Balance					12,783.24	17,960.41



P.O. Box 3788 | Santa Rosa CA 95402-3788
Return Service Requested

Last statement: July 31, 2021
This statement: August 31, 2021
Total days in statement period: 31

KENWOOD FIRE PROTECTION DISTRICT
PO BOX 249
KENWOOD CA 95452

Page 1 of 2
1090032200
(0)

Direct inquiries to:
707 524-3000

Exchange Bank
P O Box 403
Santa Rosa CA 95402

Public Funds Checking

Account number	1090032200	Beginning balance	\$5,177.17
Avg collected balance	\$5,735	Total additions	43,752.06
		Total subtractions	42,378.67
		Ending balance	\$6,550.56

CHECKS

Number	Date	Amount	Number	Date	Amount
50168	08-13	169.18	50233 *	08-04	1,379.78
50224 *	08-09	139.20	50234	08-09	239.19
50229 *	08-16	70.68	* Skip in check sequence		

DEBITS

Date	Description	Subtractions
08-12	' ACH Withdrawal KENWOOD FIRE PRO FEE 210812 I.KFP CHECKING KENWOOD FIRE PROTECTIO	88.60
08-12	' ACH Withdrawal KENWOOD FIRE PRO TAXCOLLECT 210812 I.KFP CHECKING KENWOOD FIRE PROTECTIO	5,747.78
08-12	' ACH Withdrawal KENWOOD FIRE PRO DDCOLLECT 210812 I.KFP CHECKING KENWOOD FIRE PROTECTIO	16,006.08
08-26	' ACH Withdrawal KENWOOD FIRE PRO FEE 210826 I.KFP CHECKING KENWOOD FIRE PROTECTIO	91.15
08-26	' ACH Withdrawal KENWOOD FIRE PRO TAXCOLLECT 210826 I.KFP CHECKING KENWOOD FIRE PROTECTIO	4,467.01



P.O. Box 3788 | Santa Rosa CA 95402-3788
 Return Service Requested

KENWOOD FIRE PROTECTION DISTRICT
 August 31, 2021

Page 2 of 2
 1090032200

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
08-26	' ACH Withdrawal KENWOOD FIRE PRO DDCOLLECT 210826 I.KFP CHECKING KENWOOD FIRE PROTECTIO	13,980.02

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
08-11	' Internet/Phone Txfr REF 2232101L FUNDS TRANSFER FRMDEP XXXXXX2720 FROM ONLINE FUNDS TRANSFER VIA	23,636.52
08-26	' Internet/Phone Txfr REF 2381218L FUNDS TRANSFER FRMDEP XXXXXX2720 FROM ONLINE PAYROLL TRANSFER 0	20,115.54

DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
07-31	5,177.17	08-11	27,055.52	08-16	4,973.20
08-04	3,797.39	08-12	5,213.06	08-26	6,550.56
08-09	3,419.00	08-13	5,043.88		

Thank you for banking with Exchange Bank

Pay Statement History
Gross to Net, Last Name

Last, First Name	Default Department	Type	Pay Date	#	Total Hours	Gross	Reimburse	Federal Income Tax Amount	OASDI Amount	Medicare Amount	California Amount	California SDI Amount	Deduction (EE)	Deduction (ER)	Net Payment	OASDI Amount (ER)	Medicare Amount (ER)	Federal Unemploy Tax Amount (ER)	ER SUTA California Amount (ER)	California Employ Training Tax Amount (ER)	
Bellach, Daren	CHIEF 3100	Regular	08/13/202	-11163	-	\$3,858.92	-	\$382.31	-	\$55.95	\$140.30	-	\$27.00	-	\$3,253.36	-	\$55.95	-	-	-	
Gutierrez, Timothy	EXTRA HELP	Regular	08/13/202	-11164	24.00	\$439.68	-	-	\$27.26	\$6.38	-	-	-	-	\$406.04	\$27.26	\$6.38	-	-	-	
Hardy, Lisa	EXTRA HELP	Regular	08/13/202	-11165	72.00	\$1,319.04	-	\$111.67	\$81.78	\$19.13	\$17.57	-	-	-	\$1,088.89	\$81.78	\$19.13	-	-	-	
Infante, Susan	ADMIN	Regular	08/13/202	-11166	30.75	\$962.78	-	\$89.65	\$59.69	\$13.96	\$13.51	-	-	-	\$785.97	\$59.69	\$13.96	-	-	-	
Martin, Dean	ENGINEER	Regular	08/13/202	-11167	168.00	\$4,350.12	-	\$712.83	\$269.71	\$63.08	\$277.82	-	\$269.88	-	\$2,756.80	\$269.71	\$63.08	-	-	-	
Meyer, Matthew	CAPTAIN	Regular	08/13/202	-11168	120.00	\$3,241.20	-	\$475.56	-	\$47.00	\$156.90	-	\$291.71	-	\$2,270.03	-	\$47.00	-	-	-	
Molesworth III, Robert	ENGINEER	Regular	08/13/202	-11169	120.00	\$2,878.32	-	\$189.19	-	\$41.74	\$40.72	-	\$374.18	-	\$2,232.49	-	\$41.74	-	-	-	
Pappas, Trevor	VOLUNTEE	Regular	08/13/202	-11170	3.00	\$329.40	-	-	\$20.42	\$4.78	-	-	-	-	\$304.20	\$20.42	\$4.78	-	-	-	
Sears, Chase	VOLUNTEE	Regular	08/13/202	-11171	2.00	\$219.60	-	-	\$13.62	\$3.18	-	-	-	-	\$202.80	\$13.62	\$3.18	-	-	-	
Soto-Pomeroy, Francisco	CAPTAIN	Regular	08/13/202	-11172	144.00	\$3,919.44	-	\$604.36	-	\$56.83	\$231.59	-	\$321.16	-	\$2,705.50	-	\$56.83	-	-	-	
Todd, Douglas	EXTRA HELP	Regular	08/13/202	50235	120.00	\$2,198.40	-	\$286.71	\$136.30	\$31.88	\$88.65	-	-	-	\$1,654.86	\$136.30	\$31.88	-	-	-	
Uboldi, Robert	ASST. CHIEF	Regular	08/13/202	50236	-	\$150.73	-	-	\$9.34	\$2.19	-	-	-	-	\$139.20	\$9.34	\$2.19	-	-	-	
Report Total						803.75	23,867.63	-	2,852.28	\$618.12	\$346.10	\$967.06	-	\$1,283.93	-	17,800.14	\$618.12	\$346.10	-	-	-

Payroll Overview

Payroll	Regular 08/13/2021
Pay Date	08/13/2021
# Employees	12
# Paid Employees	12
# Regular	12
# Pay Periods	1

Employee Payments

	#	EE's	\$ Amount
Checks	2	2	1,794.06
Direct Deposits Debited	10	10	16,006.08 ^D
Total			17,800.14
(D) Innovative Business Solutions, Inc. Admin Debit			-16,006.08
Your Remaining Bank Account Liability			1,794.06
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	94-2826574	8	2,852.28 ^D
FICA/ER	94-2826574	8	618.12 ^D
FICA/EE	94-2826574	8	618.12 ^D
MEDI/ER	94-2826574	12	346.10 ^D
MEDI/EE	94-2826574	12	346.10 ^D
SIT:CA/EE	944-0752-5	8	967.06 ^D
Total			5,747.78
(D) Innovative Business Solutions, Inc. Admin Debit			-5,747.78
Your Remaining Tax Liability			0.00

Amount does not include credits/deferrals listed in Families First Coronavirus Response Act/CARES Act section.

Vendor Liabilities

No Data

Billing

Invoice Total	88.60
Innovative Business Solutions, Inc. Admin Debit	-88.60
Amount Due	0.00

Total

Total	23,636.52
Innovative Business Solutions, Inc. Admin Debit	-21,842.46
Total of Your Responsibility	1,794.06

Recap

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	08/12/2021	xxxxxx2200	88.60
Tax Payment	08/12/2021	xxxxxx2200	5,747.78
Empl. Dir. Dep. SPA	08/12/2021	xxxxxx2200	16,006.08
Total Debits			21,842.46

--More--

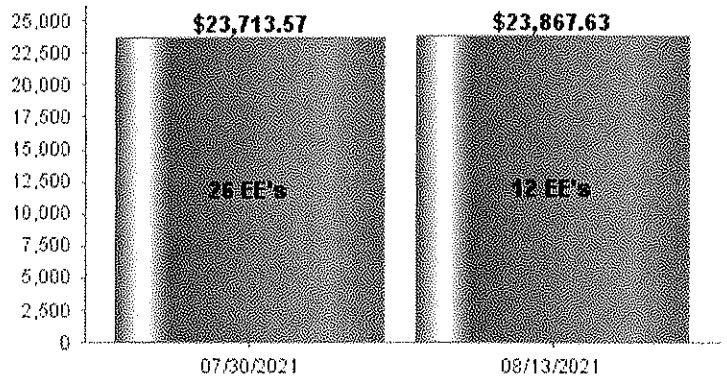
Recap - Continued

Cash Requirements: xxxxxx2200	\$ Amount
Billing	88.60
Tax Payment	5,747.78
Empl. Checks	1,794.06
Empl. Dir. Dep. SPA	16,006.08
Total	23,636.52

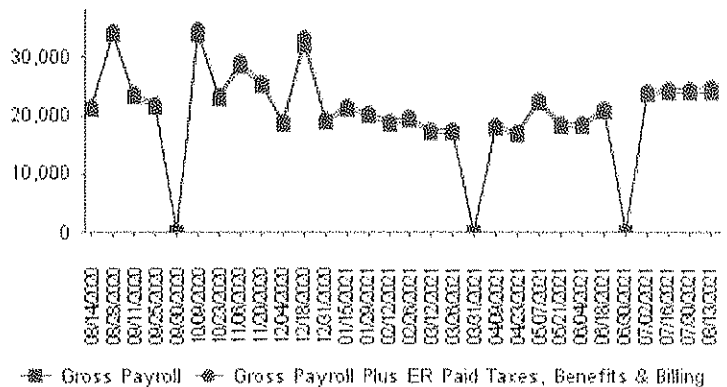
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	23,867.63	
ER Tax (Offset)	964.22	
Invoice	88.60	
Invoice		88.60
ER Tax		964.22
Deduction		1,283.93
Check		1,794.06
Tax		4,783.56
Direct Deposit		16,006.08
	24,920.45	24,920.45

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View



Pay Statement History
 Gross to Net, Last Name

Last, First Name	Default Department	Type	Pay Date	#	Total Hours	Gross	Reimburse	Federal Income Tax Amount	OASDI Amount	Medicare Amount	California Amount	California SDI Amount	Deduction (EE)	Deduction (ER)	Net Payment	OASDI Amount (ER)	Medicare Amount (ER)	Federal Unemploy Tax Amount (ER)	ER SUTA California Amount (ER)	California Employ Training Tax Amount (ER)	
Bellach, Daren	CHIEF 3100	Regular	08/27/202	-11175	-	\$3,858.92	-	\$382.31	-	\$55.95	\$140.30	-	\$27.00	-	\$3,253.36	-	\$55.95	-	-	-	
Gutierrez, Timothy	EXTRA HELP	Regular	08/27/202	-11176	48.00	\$879.36	-	\$39.95	\$54.52	\$12.75	\$11.67	-	-	-	\$760.47	\$54.52	\$12.75	-	-	-	
Hardy, Lisa	EXTRA HELP	Regular	08/27/202	-11177	48.00	\$879.36	-	\$66.01	\$54.52	\$12.75	\$7.89	-	-	-	\$738.19	\$54.52	\$12.75	-	-	-	
Infante, Susan	ADMIN	Regular	08/27/202	-11178	16.50	\$516.62	-	\$36.47	\$32.04	\$7.49	-	-	-	-	\$440.62	\$32.04	\$7.49	-	-	-	
Martin, Dean	ENGINEER	Regular	08/27/202	-11179	154.50	\$3,475.27	-	\$498.76	\$215.47	\$50.39	\$183.92	-	\$312.97	-	\$2,213.76	\$215.47	\$50.39	-	-	-	
Meyer, Matthew	CAPTAIN	Regular	08/27/202	-11180	96.00	\$2,592.96	-	\$345.78	-	\$37.60	\$97.59	-	\$233.37	-	\$1,878.62	-	\$37.60	-	-	-	
Molesworth III, Robert	ENGINEER	Regular	08/27/202	-11181	96.00	\$2,643.62	-	\$165.48	-	\$38.33	\$32.03	-	\$337.08	-	\$2,070.70	-	\$38.33	-	-	-	
Pappas, Trevor	VOLUNTEE	Regular	08/27/202	-11182	2.50	\$274.50	-	-	\$17.02	\$3.98	-	-	-	-	\$253.50	\$17.02	\$3.98	-	-	-	
Sears, Chase	VOLUNTEE	Regular	08/27/202	-11183	0.50	\$54.90	-	-	\$3.40	\$0.80	-	-	-	-	\$50.70	\$3.40	\$0.80	-	-	-	
Soto-Pomeroy, Francisco	CAPTAIN	Regular	08/27/202	-11184	129.50	\$3,178.71	-	\$422.30	-	\$46.09	\$148.37	-	\$393.95	-	\$2,168.00	-	\$46.09	-	-	-	
Tedrick, Colin	VOLUNTEE	Regular	08/27/202	-11185	1.50	\$164.70	-	-	\$10.21	\$2.39	-	-	-	-	\$152.10	\$10.21	\$2.39	-	-	-	
Todd, Douglas	EXTRA HELP	Regular	08/27/202	50237	101.00	\$1,850.32	-	\$210.13	\$114.72	\$26.83	\$60.47	-	-	-	\$1,438.17	\$114.72	\$26.83	-	-	-	
Uboldi, Robert	ASST. CHIEF	Regular	08/27/202	50238	-	\$150.73	-	-	\$9.35	\$2.19	-	-	-	-	\$139.19	\$9.35	\$2.19	-	-	-	
Report Total						694.00	20,519.97	-	2,167.19	\$511.25	\$297.54	\$682.24	-	\$1,304.37	-	15,557.38	\$511.25	\$297.54	-	-	-

Payroll Overview

Payroll	Regular 08/27/2021
Pay Date	08/27/2021
# Employees	13
# Paid Employees	13
# Regular	13
# Pay Periods	1

Employee Payments

	#	EE's	\$ Amount
Checks	2	2	1,577.36
Direct Deposits Debited	11	11	13,980.02 ^D
Total			15,557.38
(D) Innovative Business Solutions, Inc. Admin Debit			-13,980.02
Your Remaining Bank Account Liability			1,577.36
Vouchers Printed	0		
Vouchers Suppressed	0		

Taxes

	EIN	EE's	\$ Amount
FIT/EE	94-2826574	9	2,167.19 ^D
FICA/ER	94-2826574	9	511.25 ^D
FICA/EE	94-2826574	9	511.25 ^D
MEDI/ER	94-2826574	13	297.54 ^D
MEDI/EE	94-2826574	13	297.54 ^D
SIT:CA/EE	944-0752-5	8	682.24 ^D
Total			4,467.01
(D) Innovative Business Solutions, Inc. Admin Debit			-4,467.01
Your Remaining Tax Liability			0.00

Amount does not include credits/deferrals listed in Families First Coronavirus Response Act/CARES Act section.

Vendor Liabilities

No Data

Billing

Invoice Total	91.15
Innovative Business Solutions, Inc. Admin Debit	-91.15
Amount Due	0.00

Total

Total	20,115.54
Innovative Business Solutions, Inc. Admin Debit	-18,538.18
Total of Your Responsibility	1,577.36

Recap

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	08/26/2021	xxxxxx2200	91.15
Tax Payment	08/26/2021	xxxxxx2200	4,467.01
Empl. Dir. Dep. SPA	08/26/2021	xxxxxx2200	13,980.02
Total Debits			18,538.18

--More--

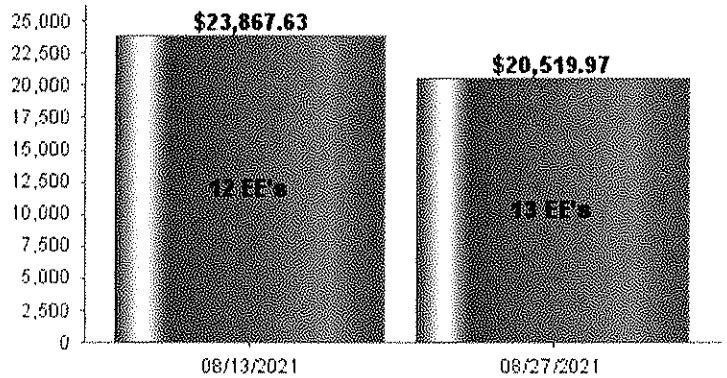
Recap - Continued

Cash Requirements: xxxxxx2200	\$ Amount
Billing	91.15
Tax Payment	4,467.01
Empl. Checks	1,577.36
Empl. Dir. Dep. SPA	13,980.02
Total	20,115.54

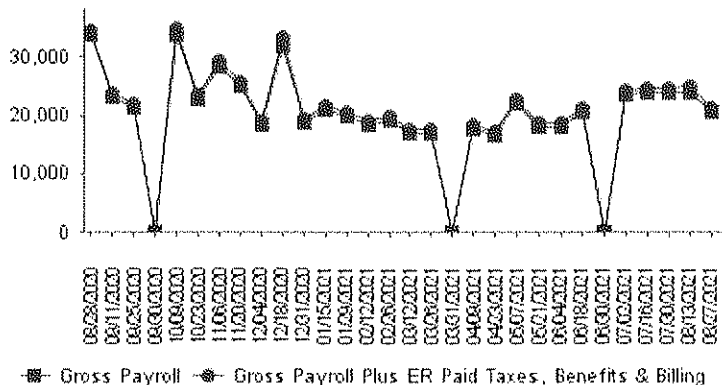
General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	20,519.97	
ER Tax (Offset)	808.79	
Invoice	91.15	
Invoice		91.15
ER Tax		808.79
Deduction		1,304.37
Check		1,577.36
Tax		3,658.22
Direct Deposit		13,980.02
	21,419.91	21,419.91

Comparison To Last Pay Period - Gross Wages



Rolling 12 Month Payroll View



Kenwood Fire Protection District
Claims Detail
September 14, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>S. O. #</u>	<u>Check #</u>	<u>Open Balance</u>
09/08/2021	Inv. #52204	Adobe Assoc., Inc.	Project #21078.00	8620		623.00
08/31/2021	Statement	Lake Parts, Inc.	Oil/Filters	6140		983.54
08/31/2021	Statement	Lake Parts, Inc.	Oil/Filters	7201		397.71
08/31/2021	Inv.#083121KFPD	MacLeod Watts, Inc.	Actuarial Charges-GASB 75	6576		1,275.00
09/01/2021	Inv. 11413569	Santa Rosa Uniform	Bellach/Class A Uniform	6020		778.72
08/18/2021	Inv. 51843	Adobe Assoc., Inc.	Project #21078.00	8620		2,047.50
06/30/2021	Recology	Cardmember Service	June Service	6080		58.75
07/23/2021	Chevron	Cardmember Service	Fuel	7201		102.48
07/23/2021	Ace Hardware	Cardmember Service	Hardware	6180		5.20
07/22/2021	Comcast	Cardmember Service	Internet	6040		109.92
07/22/2021	GoDaddy	Cardmember Service	Web Hosting	6400		19.99
07/27/2021	RLI Insurance	Cardmember Service	3100 Umbrella Policy	6100		382.00
08/27/2021	North Bay Web	Cardmember Service	Annual Web Services	6457		500.00
08/05/2021	Rincon Valley Yard	Cardmember Service	Chain Saw Service	6140		47.50
08/09/2021	USPS	Cardmember Service	Postage	6400		22.60
08/09/2021	Kenwood Water	Cardmember Service	July Service	7320		138.60
08/02/2021	California Casualty	Cardmember Service	Auto Ins for 3100	6100		1,329.00
07/20/2021	ATT	Cardmember Service	6/21-7/20	6040		333.79
08/10/2021	Verizon	Cardmember Service	Long Distance	6040		1.96
07/22/2021	Frontier	Cardmember Service	Telephone	6040		289.27
07/22/2021	Frontier	Cardmember Service	Fax Line	6040		63.25
06/08/2021	Carrot Top	Cardmember Service	Flags	6880		80.99
08/10/2021	Adaptive Pest	Cardmember Service	Pest Control	6180		150.00
07/20/2021	Amazon	Cardmember Service	Furnace Filters	6180		49.81
07/20/2021	Amazon	Cardmember Service	LED Bulbs	6180		78.96
07/20/2021	Amazon	Cardmember Service	LED Bulbs	6180		110.67
07/20/2021	Amazon	Cardmember Service	Furnace Filters	6180		73.74
07/26/2021	49er Communications	Cardmember Service	Radio Parts	6880		594.11
07/26/2021	Amazon	Cardmember Service	Batteries	6140		81.36
08/26/2021	Baileys	Cardmember Service	Chainsaw Sharpening Bits	6880		67.23

Kenwood Fire Protection District
Claims Detail
September 14, 2021

08/12/2021	Moore Newton	Cardmember Service	Murphy Beds	8620		1,308.81
08/11/2021	Amazon	Cardmember Service	Murphy Beds	8620		1,338.60
08/18/2021	Hacienda	Cardmember Service	Meals for Red Flag UpStaffing	7300		33.48
08/18/2021	Safeway	Cardmember Service	Meals for Red Flag UpStaffing	7300		61.15
08/20/2021	Mystery Ranch	Cardmember Service	EMT Pack	6880		558.77
07/22/2021	Amazon	Cardmember Service	Gear Keeper	6880		227.76
07/31/2021	Recology	Cardmember Service	July Services	6080		58.75
08/26/2021	004-SOCS03-39196	Friedman's Home Improvement	Training/FH Improvement Supplies	6180		125.68
08/13/2021	INV. #104532	Halls Executive Gifts	Plaque	6880		83.55
08/20/2021	INV. #40816	Johnston/Thomas	MEASURE E	8620		346.50
08/16/2021	INV. #1125653	Life-Assist, Inc.	Medical Supplies	6880		390.46
08/26/2021	Inv. #41227	Marshall's Machine Shop, Inc.	3100 Service	6140		933.99
08/21/2021	Costco	Molesworth, Robert	LED Flood Lights	6180		65.33
08/17/2021	INV. #2265622	North Bay Petroleum	OIL	7201		212.89
08/18/2021	INV. #3219384	North Bay Petroleum	DIESEL	7201		622.89
08/13/2021	2021 DUES	SONOMA COUNTY FIRE DISTRICTS ASSOC.	Dues	6280		50.00
08/03/2021	Inv. #1527	Western Extrication Specialists, Inc.	Annual Maint. Of Extrication Tools	6140		1,454.57
8/9/2021	Inv. FY 21/22	Sonoma County ACCTC Office	LAFCO Charges	6587		2,505.00
8/14/2021	Inv. W1002348	Golden State Emergency Vehicles, Inc.	3181 Annual Maintenance	6140	2376	4,163.31
08/14/2021	Inv. 0000277652	Bauer Compressors	2021 Annual PM	6140	2377	1,662.33
8/27/2021	Inv. 20210725	Daren Bellach	7/25/21 NHRA Track Reimb.	4040	2378	387.60
8/27/2021	Inv. 20210725	Colin Tedrick	7/25/21 NHRA Track Reimb.	4040	2379	387.60
8/27/2021	Inv. 20210725	Dean Martin	07/25/2021 NHRA Track Reimb.	4040	2380	387.60
8/27/2021	Inv. 203231	Liebert Cassidy Whitmore	Legal Fees	6500	2381	62.00
9/7/2021	9/10/21 Invoice	New York Life	Life Insurance	5925	2384	114.00
9/10/2021	Inv. 8391326	TIAA Commercial Finance, Inc.	Copier Lease	6400	2385	167.09
8/20/2021	Classic	Calpers Retirement	7/26/21-08/08/21	5923	ACH	2,005.79
8/20/2021	Pepra	Calpers Retirement	7/26/21-08/08/21	5923	ACH	1,879.79
8/27/2021	Classic	Calpers Retirement	08/09/21-08/22/21	5923	ACH	1,822.66
8/27/2021	Pepra	Calpers Retirement	08/09/21-08/22/21	5923	ACH	2,038.17
8/20/2021	Inv. 16512663	Calpers	GASB - 68 FEE	5923	ACH	700.00

Kenwood Fire Protection District
Claims Detail
September 14, 2021

9/2/2021	Health	Calpers Health	September Premium	5930	ACH	9373.43
9/20/2021	Dental/Vision	Choice Builder	October Premium	5930	ACH	<u>735.12</u>

09/14/21 Claims Total

47,061.32

Signature: _____
Signature: _____
Signature: _____
Signature: _____
Signature: _____

Title: Director
Title: Director
Title: Director
Title: Director
Title: Director

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July through August 2021

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Left in Budget</u>	<u>% of Budget Used</u>
Ordinary Income/Expense				
Income				
10 - Tax Revenue				
1000 - Prop Taxes - CY Secured	41,764.71	836,246.00	-794,481.29	4.99%
1001 - CY Direct Charges	2,075.00	42,767.00	-40,692.00	4.85%
1020 - Prop Tax CY Supp	0.00	8,372.00	-8,372.00	0.0%
1040 - Property Tax - CY Unsec	685.81	26,021.00	-25,335.19	2.64%
1011 - SB2557 Prop Tax Admin	372.18			
1050 - - Supplemental Prop Taxes -CY	4,628.37			
1051 - -Supplemental Prop Taxes - PY	-11.53			
1059 - - Prop Taxes - PY, Unsecured	459.73	72.00	387.73	638.51%
1060 - Prop Taxes - PY, Secured	-27.14			
1061 - PY Direct Charges	67.43	516.00	-448.57	13.07%
1070 - State-Other In-Lieu Tax	0.00	5.00	-5.00	0.0%
Total 10 - Tax Revenue	<u>50,014.56</u>	<u>913,999.00</u>	<u>-863,984.44</u>	<u>5.47%</u>
17 - Use of Money/Prop				
1700 - Interest on Pooled Cash	46.50			
Total 17 - Use of Money/Prop	<u>46.50</u>			
20 - Intergovernmental Revenues				
2440 - HOPTR	2,511.40	2,511.00	0.40	100.02%
Total 20 - Intergovernmental Revenues	<u>2,511.40</u>	<u>2,511.00</u>	<u>0.40</u>	<u>100.02%</u>
30 - Charges for Services				
3661 - Fire Control Services	0.00	13,000.00	-13,000.00	0.0%
3700 - Copy/Transcribe Fees	0.00	50.00	-50.00	0.0%
Total 30 - Charges for Services	<u>0.00</u>	<u>13,050.00</u>	<u>-13,050.00</u>	<u>0.0%</u>

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July through August 2021

	Jul - Aug 21	Budget	\$ Left in Budget	% of Budget Used
40 - Miscellaneous Revenues				
4040 - Miscellaneous Revenue	7,857.84			
Total 40 - Miscellaneous Revenues	<u>7,857.84</u>			
Total Income	<u>60,430.30</u>	<u>929,560.00</u>	<u>-869,129.70</u>	<u>6.5%</u>
Gross Profit	60,430.30	929,560.00	-869,129.70	6.5%
Expense				
50 - Salaries/Emp Benefits				
Gross Wages				
5910-Perm Positions	63,395.41	451,870.00	-388,474.59	14.03%
5911-Extra Help	12,367.48	55,000.00	-42,632.52	22.49%
5912-Overtime	14,992.82	60,000.00	-45,007.18	24.99%
Total Gross Wages	<u>90,755.71</u>	<u>566,870.00</u>	<u>-476,114.29</u>	<u>16.01%</u>
5913 - Director Stipend	306.12	1,550.00	-1,243.88	19.75%
5914 - Volunteer Stipend	2,141.10	15,000.00	-12,858.90	14.27%
5922 - FICA ER Expense	1,981.73	15,000.00	-13,018.27	13.21%
5923 - CALPERS Retirement	38,735.62	100,510.00	-61,774.38	38.54%
5924 - Medicare ER Exp	1,331.65	8,500.00	-7,168.35	15.67%
5925 - NYL INS.	171.00			
5930 - CALPERS Health/Dental/Visi	21,142.88	139,294.00	-118,151.12	15.18%
5940 - WORKERS COMP	12,290.00	45,000.00	-32,710.00	27.31%
Total 50 - Salaries/Emp Benefits	<u>168,855.81</u>	<u>891,724.00</u>	<u>-722,868.19</u>	<u>18.94%</u>
60 - Services/Supplies				
6020-Clothing/Personal	0.00	6,000.00	-6,000.00	0.0%
6021-Uniform Expense(Daren)	0.00	1,500.00	-1,500.00	0.0%
6022-Clothing/Safety	0.00	10,000.00	-10,000.00	0.0%

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July through August 2021

	Jul - Aug 21	Budget	\$ Left in Budget	% of Budget Used
6040-Communications	804.04	9,500.00	-8,695.96	8.46%
6080-Household Expense	488.55	4,500.00	-4,011.45	10.86%
6100-Insurance	17,353.00	14,200.00	3,153.00	122.2%
6140-Maintenance-Equipment	7,303.20	19,600.00	-12,296.80	37.26%
6180-Maintenance-Bldgs/Imp.	683.13	9,000.00	-8,316.87	7.59%
6280-Memberships	3,167.50	5,300.00	-2,132.50	59.76%
6400-Office Expense	418.25	4,500.00	-4,081.75	9.29%
6457-Computer Charges	19.99	7,900.00	-7,880.01	0.25%
6461-Supplies/Expenses(Ops)	0.00	5,000.00	-5,000.00	0.0%
6500-Professional/Special Svcs.				
6500.01 - Professional/Special Services	183.75			
6500.02 - Bank/Bankcard Service Charges	2.70			
6500.03 - PR Processing Fee	484.75			
6500-Professional/Special Svcs. - Other	0.00	10,000.00	-10,000.00	0.0%
Total 6500-Professional/Special Svcs.	671.20	10,000.00	-9,328.80	6.71%
6576-Actuarial Services	0.00	6,300.00	-6,300.00	0.0%
6587-LAFCO Charges	0.00	2,000.00	-2,000.00	0.0%
6630-Audit/Accounting Srvc.	0.00	8,000.00	-8,000.00	0.0%
6637-Prop.Tax Admin Fee	0.00	500.00	-500.00	0.0%
6800-Public/Legal Notices	0.00	1,000.00	-1,000.00	0.0%
6880-Small Tools/Equip.	1,172.63	7,100.00	-5,927.37	16.52%
7005-Election Expense	15,144.09	5,000.00	10,144.09	302.88%
7120-Training/InService	0.00	9,500.00	-9,500.00	0.0%
7201-Gas/Oil/Fuel	2,015.22	14,420.00	-12,404.78	13.98%
7300-Trans./Travel/Meetings	0.00	2,500.00	-2,500.00	0.0%
7320-Utilities	2,408.85	15,500.00	-13,091.15	15.54%
Total 60 - Services/Supplies	51,649.65	178,820.00	-127,170.35	28.88%

Kenwood Fire Protection District Profit & Loss Budget vs. Actual July through August 2021

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Left in Budget</u>	<u>% of Budget Used</u>
8510 - Capital Outlay-Bldg Imp	0.00	10,000.00	-10,000.00	0.0%
8560 - Capital Outlay-Equipment	0.00	10,000.00	-10,000.00	0.0%
9000-Approp. for Contingency	0.00	15,000.00	-15,000.00	0.0%
Total Expense	<u>220,505.46</u>	<u>1,105,544.00</u>	<u>-885,038.54</u>	<u>19.95%</u>
Net Ordinary Income	<u>-160,075.16</u>	<u>-175,984.00</u>	<u>15,908.84</u>	<u>90.96%</u>
	<u>-160,075.16</u>	<u>-175,984.00</u>	<u>15,908.84</u>	<u>90.96%</u>