NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California
Phone (530) 292-9159 ♦ Fax (530) 292-1417 ♦ info911@nsjfire.org ♦ www.nsjfire.org

BOARD OF DIRECTORS – REGULAR MEETING
Tuesday, September 25, 2018

AGENDA

1. **7:00 P.M. – CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**
2. **7:01 P.M. or as soon thereafter as possible – PUBLIC COMMENT ON MATTERS NOT ON AGENDA**
   As per the Brown Act, members of the community are free to speak on any item of interest to the public that is within the subject matter jurisdiction of the Board. The Chair will recognize individuals who wish to speak. Comments should be directed to the Board. Each individual shall be given one opportunity to speak. Please limit your comments to five minutes.
3. **CONSENT CALENDAR.** *These items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion. Any Board member, staff member or interested party may request that an item be removed from the consent calendar for discussion.*

Action **A.** Minutes of July 24, 2018 Regular Board Meeting 🕮

4. **ANNOUNCEMENTS.** *As per the Brown Act, a Board member may make a brief announcement or report on his or her own activities. Board members may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*
5. **REPORTS**
   - **A.** Chief's Report – Chief Flores
     - **i.** July 2018 / August 2018 Statistics 🕮
   - **B.** Treasurer's Report – Ed Beckenbach
     - **i.** Donations 🕮
     - Action **ii.** July 2018 / August 2018 Financials: Disbursements, Cash on Hand, Funds Summary 🕮
     - Action **iii.** 2018/2019 Budget Adjustment 🕮
   - **C.** District Manager Report - Tracy Corris
   - **D.** Firefighter Association Report – Shawn Olson
   - **E.** Auxiliary Report – Durinda Kelley
   - **F.** LAFCo Report – Ed Beckenbach
   - **G.** NCFA Report – Pat Leach
   - **H.** Newsletter Report– Pat Leach
6. **NEW BUSINESS**
   - **A.** NFIRS Update – Bruce Boyd
   - **B.** Administrative Process Review – Bruce Boyd
   - **C.** Firewise USA™ Community Interest – Pat Leach
   - **D.** Funding Options for NSJ Hydrant System – Pat Leach
   - **E.** Fire Prevention Week Activities – Pat Leach
   - Action **F.** Driveway Encroachment Bid – Tracy Corris 🕮
   - Action **G.** Request for Revised Consulting Services Agreement (SCI) – Tracy Corris 🕮
7. **CLOSED SESSION:** District Manager Evaluation
8. **NEXT MEETING:** Tuesday, October 23, 2018 @ 7:00 PM Regular Board Meeting
9. **ADJOURNMENT**

Agenda posted 72 hours prior to the meeting at: Fire Stations 1 and 3, Mother Trucker's, Sierra SuperStop, NSJ Post Office, Petersons. Current meeting minutes posted on NSJFPD website (www.nsjfire.org). In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 292-9159. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

3A

Minutes

NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California 95959
P.O. Box 299, North San Juan, CA 95960
Phone (530) 292-9159 Fax (530) 292-1417
www.nsjfire.org
info911@nsjfire.org

BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, July 24, 2018
MINUTES

PRESENT: Bruce Boyd, Chair; Durinda Kelley, Vice-Chair; Ed Beckenbach, Treasurer; Pat Leach; Kelly Moreno, Board Secretary; Tracy Corris, District Manager
ABSENT: Freya Johnson; Jason Flores, Chief

1. **CALL TO ORDER:** Meeting called to order at 7:00 PM. Roll taken. Four members present, quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:** Battalion Chief Boyd Johnson shared that a private citizen posted a campsite, located on State Park land on the North San Juan side of the river, for rent on Airbnb. It was reported to State Parks and NCSO. The campsite was shut down and the landlord was charged with a misdemeanor.
3. **CONSENT CALENDAR:**
   A. Minutes: Durinda Kelley moved to approve the June 26, 2018 regular meeting minutes as presented, Ed Beckenbach seconded, motion passed by unanimous vote.
4. **ANNOUNCEMENTS:**
   Ed Beckenbach announced that the magazine 'Special Districts' ran an article stating the requirements of State and Federal websites. Based upon the information in the article, it seems we're doing a good job.

   Pat Leach announced that the Salmon Mine /E. Sages Road neighborhood received statewide recognition as a Firewise USA™ community (the first on the Ridge). Tom Browning thanked Pat for all her work on this project. Additionally, she shared that she was disturbed to see The Union run an article about the hidden spots on the S. Yuba River. She offered to write a letter to the editor.
5. **REPORTS**
   A. Chief's Report – Battalion Chief, Tom Browning reported in Chief Flores' absence. Both battalion chiefs have been out in the community; Boyd Johnson performing an elective water tank inspection and Tom accompanying the Fire Marshal on a visit to the Ananda Temple.

      There has been a lot of fire activity in California and several of our firefighters are assisting in the effort to get a handle on them.

      Bruce Boyd requested a reporting of the number of river responses we've had each year for the past 5 years.

      i. Statistics – Incident numbers are up for the month of June which is to be expected at this time of year.

B. Treasurer's Report – Ed Beckenbach
   i. Donations – Ed shared that we received $100 in donations for the month of June.
   ii. June 2018 Financials – After review of the financial reports, with no questions or concerns voiced, Ed Beckenbach moved to accept the June 2018 financials as presented, Pat Leach seconded, motion passed by unanimous vote.

   Ed Beckenbach moved to accept the May 2018 financials as presented, Freya Johnson seconded, motion passed by unanimous vote.
   iii. Final Revised Budget 2017/2018 – Tracy Corris reported that this reflects year-end administrative accounting primarily categorization changes. The only major issue is a $100k strike team payment which is a result of CalFire being behind in their processing of payments. Tracy also shared that we should expect an increase in our workers compensation insurance due to substantial claims last year. Ed Beckenbach moved to adopt the Final Revised Budget 2017/2018 as presented, Durinda Kelley seconded, motion approved by unanimous vote.
   iv. Mitigation Report – Tracy Corris reported that this document is information only.
   v. Measure Q Report - Tracy Corris reported that there was a $10m increase from last year's assessment
   vi. Capital Fund Discussion – CONTINUED TO SEPTEMBER.

C. District Manager's Report – Tracy Corris
   - We are in the final stages of the Tuff Shed installation.
   - We are preparing for the September audit.

D. Firefighter Association Report – No report.
E. LAFCo – Ed Beckenbach reported that LAFCo is currently involved in the Eastern Nevada County wastewater services municipal services review. Additionally, they are still working with Nevada County on their sphere of influence. The environmental impact report has the project extended for six months.
F. Auxiliary Report – No report.
G. Fire Safe Council Report – Durinda Kelley reported that defensible space inspections have tapered off. Community members should now contact CalFire for their defensible space inspection needs.

6. OLD BUSINESS
   A. Salary Clarification (Kelly Moreno) – Bruce Boyd shared that there was a misread during last month's meeting that stated Kelly Moreno's salary would be increased to Step 4 on the new salary schedule when in fact, in line with her hire date, it should have been approved at the Step 3 rate. Ed Beckenbach moved to let the record note that Kelly Moreno's salary increase is approved at Step 3 of the salary schedule, Durinda Kelley seconded, motion passed by unanimous vote.

7. NEW BUSINESS
   A. Resolution 2018-06 Recognizing Contributions of Robert Paulus. Ed Beckenbach moved to approve Resolution 2018-06 as presented, Pat Leach seconded, motion passed by the following vote:

4 – Ayes 0 – Nays 0 - Abstain 1- Absent

Bruce Boyd would like to present a framed copy of this resolution to the Paulus family at the September board meeting.

B. Introduction of Nevada County Code Article 7 Hazardous Vegetation Abatement – Pat Leach shared that she will become proactive in her own neighborhood.

Tom Browning has a concern that fire departments don't have the time, people, and dollar resources to enforce this as it is currently written and that the County doesn't have resources to mitigate.

Bruce Boyd's concerns:
Locked gates; No trespassing; Property owners aren't required to participate

C. Resolution 2018-07 to Establish Fees for Negligence, Criminal Activity, and False Alarms - Tom Browning suggested that we 'clean-up definitions' before we move forward with this item. It was agreed that we would revisit this item at the September board meeting.

D. USDA Community Facilities Pre-Application Re. Fire Hydrants in North San Juan – Tom Browning shared that Daniel Chavigny volunteered to assist with finding funding sources for this project. The cost, based on a feasibility study done in 2016, was estimated at $1m. The application was turned in to USDA July 23, 1018. This is a wonderful project for our town. Without it, there can be no development in North San Juan.

E. Newsletter Discussion – Pat Leach shared that the next newsletter will be mailed late August/early September.

F. Public Hearing: Second Reading District Policy 1605.2 Operations & Personnel Manager Job Description– Bruce Boyd opened the Public Hearing portion of this meeting at 8:48 PM. Pat Leach moved to approve District Policy 1605.2 Operations & Personnel Manager Job Description as presented, Durinda Kelley seconded, motion approved by the following vote:
4 – Ayes 0 – Nays 0 - Abstain 1- Absent

G. Public Hearing: Second Reading District Policy 1605.3 Finance & Facilities Manager Job Description - (Item 7F and 7G were discussed together) – Pat Leach moved to approve District Policy 1605.3 Finance & Facilities Manager Job Description, Ed Beckenbach seconded, motion approved by the following vote:
4 – Ayes 0 – Nays 0 - Abstain 1- Absent
Public Hearing closed at 8:58 PM

8. **NEXT MEETING:** September 25, 2018 @ 7:00 PM
9. **ADJOURNMENT:** Meeting adjourned at 9:02 PM.

Kelly Moreno
Kelly Moreno, Board Secretary

5Ai

Statistics

NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2018 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	13	10	15	15	17	23	22	26					**141**
Vehicle Accident			3	3	8	2	8	3					**27**
Fire - Structure	4	1		1									**6**
Fire - Wildland		3		1	2	5	4	4					**19**
Fire - Structure/Wildland													**0**
Fire - Vehicle			1										**1**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check		2	1	1	2	5	2	2					**15**
Fire - Debris Check	4												**4**
Fire - Other													**0**
Fire - False Alarm			1	2									**3**
Fire - Menace Standby													**0**
Hazard		3	1	1		2							**7**
Public Assist	2	3	2		1	1	4	2					**15**
Other	1	1		1									**3**
Totals:	**24**	**23**	**24**	**25**	**30**	**38**	**40**	**37**	**0**	**0**	**0**	**0**	**3**

Previous Years Summaries				
2018	**2017**	**2016**	**2015**	**2014**
141	181	185	173	167
27	54	42	57	46
6	8	6	9	8
19	21	16	20	10
0	0	0	4	3
1	4	7	6	2
0	0	0	0	0
15	4	11	14	21
4	8	2	14	6
0	0	1	3	0
3	8	9	11	7
0	1	2	0	1
7	16	5	3	2
15	14	14	16	18
3	0	6	18	2
241	**319**	**306**	**348**	**293**

2018Monthly Totals:	24	23	24	25	30	38	40	37	0	0	0	0	**241**
2017 Monthly Totals:	31	35	21	17	25	33	51	40	34	32	0	0	**319**
2016 Monthly Totals:	21	13	25	24	25	34	30	36	23	31	21	23	**306**
2015 Monthly Totals:	23	28	27	27	27	37	33	27	39	33	24	23	**348**
2014 Monthly Totals:	18	17	27	29	19	33	26	32	24	24	21	23	**293**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	5	4	4	5	4	4	3	5					**34**
Special Training						3	1						**4**
External Training				4									**4**
Work Party													**0**
Public Education													**0**
Public Service													**0**
Totals:	**5**	**4**	**4**	**9**	**4**	**7**	**4**	**5**	**0**	**0**	**0**	**0**	**42**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2018 Monthly Totals	3	1	1	2	7	6	8	4					
2017 Monthly Totals:	5	1	3	3	2	7	18	4	4	6			**53**
2016 Monthly Totals:	1	2	1	3	4	2	12	12	6	7	2	3	**55**
2015 Monthly Totals:	1	5	4	6	3	2	8	7	3	9	7	1	**56**
2014 Monthly Totals:	1	3	1	1	4	2	3	3	2	1	1	4	**26**

NSJFPD INCIDENT RESPONSE DETAIL July 2018

Date	ER Type	Location	Minutes	Respond	Notes	Out of District Responses	Response Time
7/1	MA		36	2	SNMH		11
7/1	PA		18	1	No medical need		16
7/1	VA		86	7	SNMH		18
7/2	MA		35	2	SNMH		6
7/2	VA		51	3	Bi-County	*	15
7/2	VA		66	5	CalStar		11
7/2	VA		54	2	AMA		n/a
7/4	MA		42	2	SNMH		10
7/5	FW		341	8	Extinguish/Mop-up		148
7/6	FSC		4	2	Extinguished		n/a
7/8	MA		52	3	SNMH	*	29
7/9	PA		35	2	UTL		16
7/11	VA		8	4	Self Transport	*	n/a
7/12	MA		79	2	No Patient Contact		22
7/14	FSC		26	3	UTL	*	n/a
7/14	PA		0	3	Canceled		n/a
7/15	MA		8	3	No medical need		7
7/15	MA		67	3	1144		22
7/15	FW		57	6	False Alarm		38
7/15	MA		41	5	SNMH		0
7/15	MA		46	4	SNMH		1
7/16	MA		93	3	H20	*	15
7/16	FW		216	4	Extinguish/Mop-up	*	42
7/16	MA		88	4	Medic 44		8
7/17	MA		35	1	SNMH		n/a
7/18	MA		51	2	SNMH		13
7/18	MA		41	1	SNMH		12
7/18	FW		26	3	Extinguished		10
7/21	MA		49	3	Medic 3		20
7/22	MA		21	3	Canceled	*	21
7/23	MA		43	1	No transport needed		10
7/24	VA		12	1	Canceled	*	n/a
7/27	MA		57	2	SNMH		15
7/28	MA		15	4	No medical need		8
7/28	MA		45	3	SNMH		34
7/28	VA		28	5	No medical need		27
7/28	PA		25	3	UTL		16
7/29	MA		30	3	Medic 44		9
7/30	MA		40	3	SNMH		12
7/31	VA		61	3	CHP		19

Total Calls:	**40**
Total Man Hours:	**4397.87**
Average FF/Call:	**3.1**

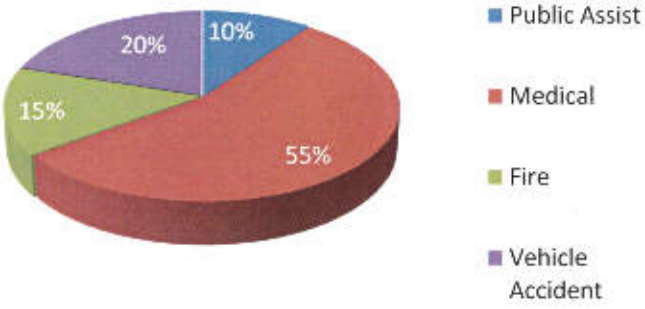
NSJFPD INCIDENT RESPONSE DETAIL August 2018

Date	ER Type	Location	Minutes	Number of Personnel	Notes	Out of District Responses	Response Time
8/1	MA		46	3	SNMH		14
8/1	MA		41	3	SNMH		9
8/2	MA		1	1	SNMH		n/a
8/3	MA		37	2	AMA		0
8/4	MA		35	2	SNMH	*	11
8/4	MA		75	2	AMA		n/a
8/6	FW		177	2	Contained/Extinguished		27
8/8	MA		41	3	SNMH		17
8/9	VA		25	3	UTL		n/a
8/9	MA		40	3	SNMH		9
8/9	MA		46	3	SNMH		17
8/11	MA		44	4	SNMH		9
8/11	MA		63	3	Medic 44		23
8/11	MA		56	3	AEMT/ SNMH		9
8/12	PA		18	2	Lift Assist		14
8/13	PA		23	3	Lift Assist		n/a
8/13	MA		126	1	1144	*	13
8/17	FSC		63	1	Out on arrival		21
8/18	MA		81	2	SNHM/CalStar		14
8/18	MA		3	2	Monitor only	*	n/a
8/19	VA		16	2	UTL	*	n/a
8/20	MA		47	1	SNMH		3
8/20	A/AEI		39	1	AEMT/ SNMH		4
8/20	VA		47	7	AEMT/ SNMH		4
8/22	FSC		33	2	UTL		n/a
8/23	MA		38	2	SNMH		14
8/23	MA		17	4	CHP		7
8/23	FW		109	7	Extinguished		29
8/24	FW		268	5	Extinguished		35
8/25	MA		43	2	SNMH		8
8/25	MA		113	3	CalStar		6
8/26	FW		74	6	Extinguished		15
8/28	MA		44	6	SNMH		11
8/29	MA		44	6	SNMH		20
8/29	MA		29	3	SNMH		9
8/30	MA		15	3	No medical need		7
8/30	MA		65	1	No transport needed		17

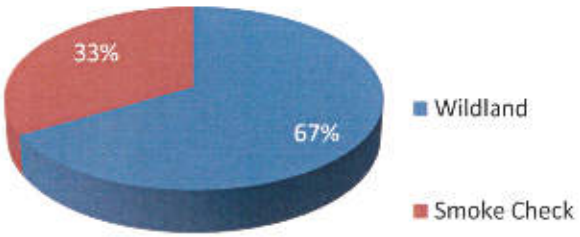
Total Calls:	**37**
Total Man Hours:	**3782.30**
Average FF/Call:	**2.9**

North San Juan Fire Department
Call Detail for July 2018

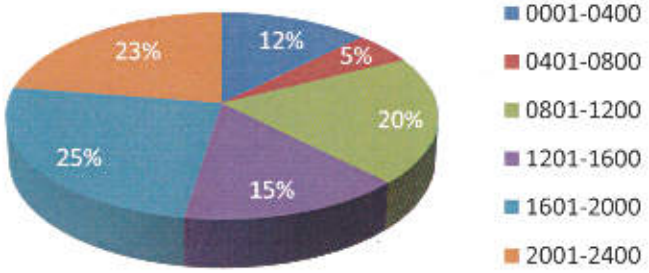
Call Type



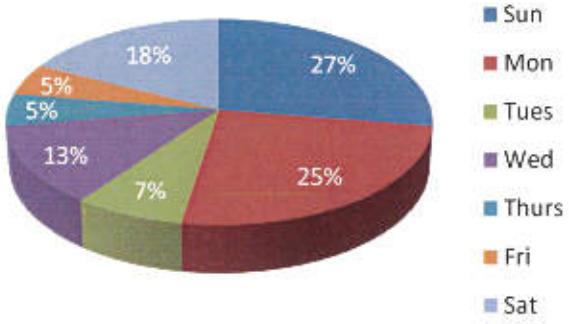
Fire Type



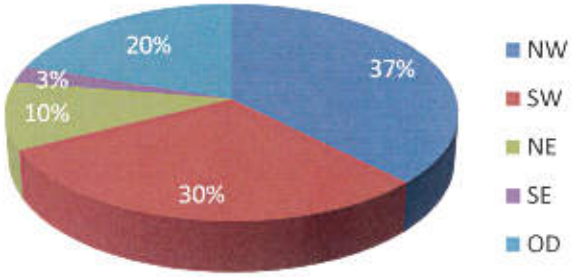
Time of Day

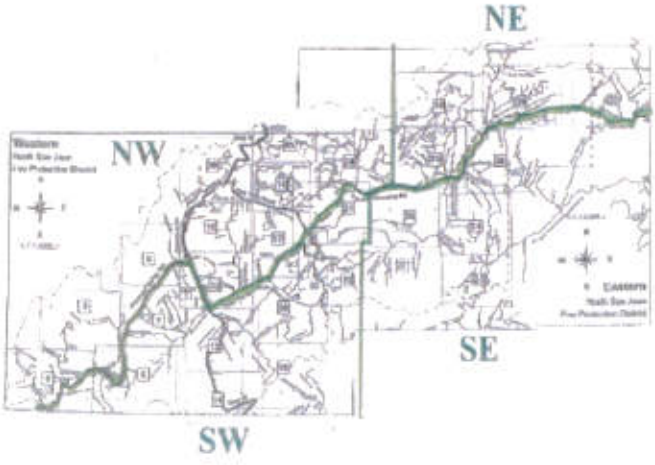


Day of Week



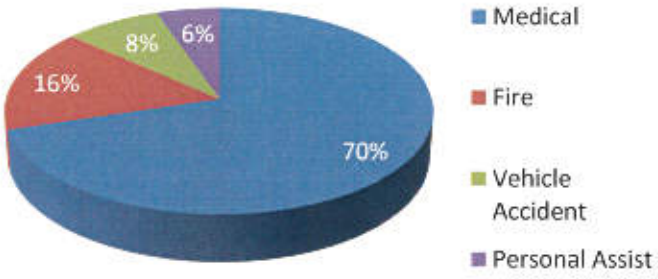
District Area



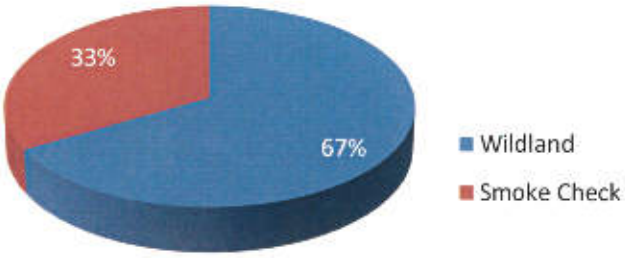


North San Juan Fire Department
Call Detail for August 2018

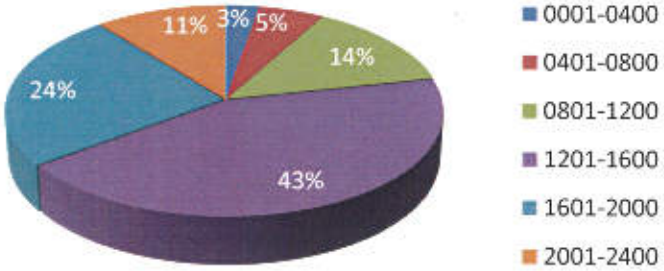
Call Type



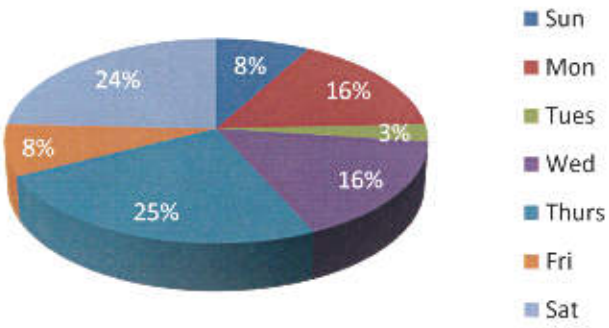
Fire Type



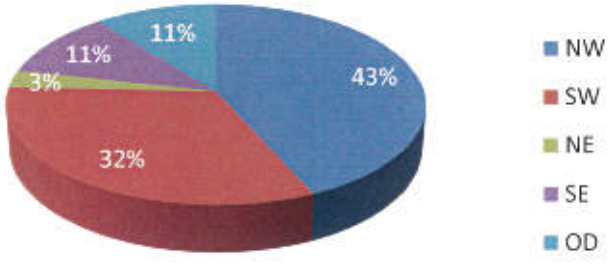
Time of Day



Day of Week



District Area



5B i.

Donations

DONATIONS

July 2018

CASH DONATIONS:		In Kind	Cash
Rhonda Lucas			$300.00
Emma Zen Foundation	Pet Oxygen Masks	$225.00	
Thelma Gates-Jackson	ADA Toilets + Installation	$750.00	
Nevada County HHS	Car Seats/Helmets/Life Jackets	$1,200.00	
Gold Club	In Memory of Lois Butz		$100.00
	Total In Kind Donations:	**$2,175.00**	
	Total Cash Donations:		**$400.00**
	Total Donations:		**$2,575.00**

DONATIONS

August 2018

CASH DONATIONS:		In Kind	Cash
Anonymous			$25.00
Shirley Paulus			$100.00
Taylor Yocum			$100.00
Sinbads Nor-Cal MC			$200.00
Stewart McKenzie			$150.00
	Total In Kind Donations:	**$0.00**	
	Total Cash Donations:		**$575.00**
	Total Donations:		**$575.00**

5B ii.

Financials

COUNTY TREASURY FUNDS MONTHLY REPORT

As of July 31, 2018

	GENERAL	MITIGATION	MEASURE Q
Beginning Balance	$ 211,933.82	$ 7,451.60	$ 200,226.94
Revenue	$ 2,844.47	$ 1,565.32	
Expenditure	$ 14,551.35	$ -	
BALANCE	$200,226.94	$ 9,016.92	$ 200,226.94

NOTES

GENERAL FUND REVENUE: Donations
GENERAL FUND EXPENDITURES: A/P, Taxes, Strike Team

MITIGATION AB 1600 REVENUE - One permit
MITIGATION AB 1600 EXPENDITURES: No activity

MEASURE Q REVENUE: No Activity
MEASURE Q EXPENSE - No Activity

NORTH SAN JUAN FIRE DISTRICT
CURRENT ASSETS
As of July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10250 · Tri-Counties Bank	$ 356.56
10717 · Measure Q - Nevada County	$ 200,226.94
10720 · General Fund - Nevada County	$ 177,978.46
10777 · Mitigation Fund - Nevada County	$ 9,016.92
Total Checking/Savings	$ 387,578.88
TOTAL ASSETS	$ 387,578.88

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - Tri-Counties Bank
July 2018

Date	Name	Memo		Amount
7/1/2018	Leaf Commercial	Lease	$	71.72

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - General Fund
July 2018

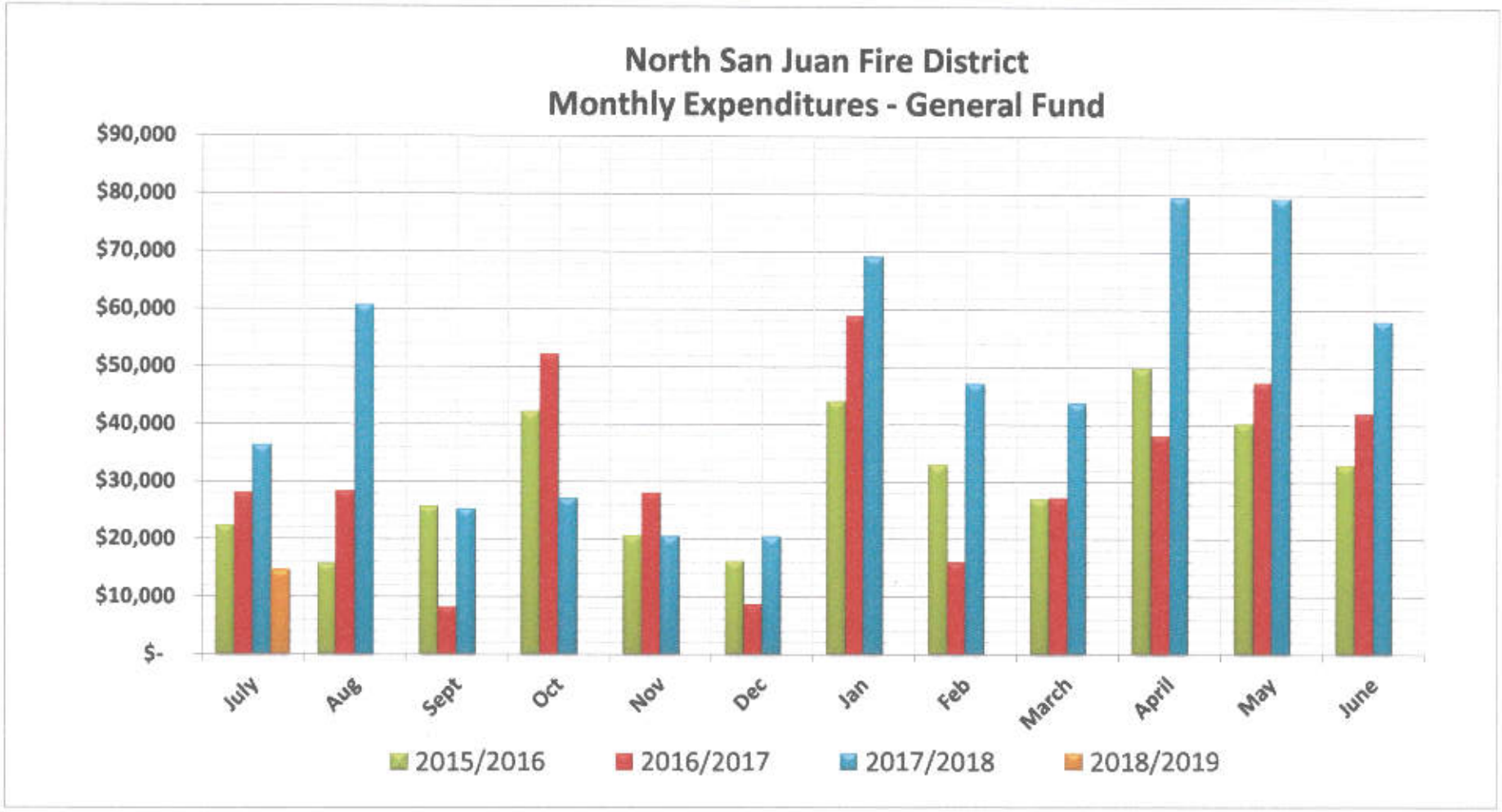
Date	Name	Memo	Amount
07/17/2018		Paid Call & Paid Training	-269.31
07/17/2018		Paid Call & Paid Training	-715.21
07/17/2018		Paid Call & Paid Training	-1,291.13
07/17/2018		Paid Call & Paid Training	-85.42
07/17/2018		Paid Call & Paid Training	-142.36
07/17/2018		Paid Call & Paid Training	-530.41
07/17/2018		Paid Call & Paid Training	-288.31
07/17/2018		Paid Call & Paid Training	-132.87
07/17/2018		Paid Call & Paid Training	-613.16
07/17/2018		Paid Call & Paid Training	-1,177.98
07/17/2018		Paid Call & Paid Training	-1,281.64
07/17/2018		Paid Call & Paid Training	-497.92
07/17/2018		Paid Call & Paid Training	-113.89
07/17/2018		Paid Call & Paid Training	-132.87
07/17/2018		Paid Call & Paid Training	-811.74
07/17/2018		Paid Call & Paid Training	-516.90
07/17/2018		Paid Call & Paid Training	-297.78
07/17/2018		Paid Call & Paid Training	-1,224.70
07/23/2018		Paid Call & Paid Training	-174.55
07/23/2018		Paid Call & Paid Training	-145.46
07/23/2018		Paid Call & Paid Training	-174.54
07/23/2018		Paid Call & Paid Training	-36.47
07/06/2018		Salary	-1,198.93
07/02/2018	EDD	State Taxes	-2,733.86
07/02/2018	EDD	State Taxes	-629.05
07/12/2018	FASIS	Workers' Comp	-5,687.00
07/12/2018	L.N. Curtis & Sons	Equipment	-645.00
07/12/2018	Gold Country Copier,Inc.	Color copies	-42.99
07/12/2018	Plaza Tire	Tire	-235.26
07/12/2018	PG&E Station #1	Electcric service	-120.61
07/12/2018	PG&E Station #3	Electric service	-377.69
07/12/2018	ZAP Manufacturing	Road signs x5	-252.63
07/12/2018	US Bank	Cal-Card	-2,043.21
07/12/2018	Wind, Rachel	Cleaning:	-180.00
07/12/2018	Hennig's Automotive Repair	Apparatus repair	-920.37
07/12/2018	ACC Business	Broadband	-768.74
07/12/2018	Mulligan, Margaret	Cleaning	-60.00
07/12/2018	Mountain Woman Gardening	Maintenance of grounds	-773.75
07/23/2018	AT&T CALNET 3	Telephone service	-199.34
07/23/2018	Interspiro, Inc.	SCBA Annual service	-1,529.85
07/23/2018	FDAC EBA	Insurance	-85.92
07/02/2018	Internal Revenue Service	Federal Taxes	-975.00
07/02/2018	Internal Revenue Service	Federal Taxes	-260.00
07/12/2018	FF Flores, Angela (reim)1	Maintenance	-80.00

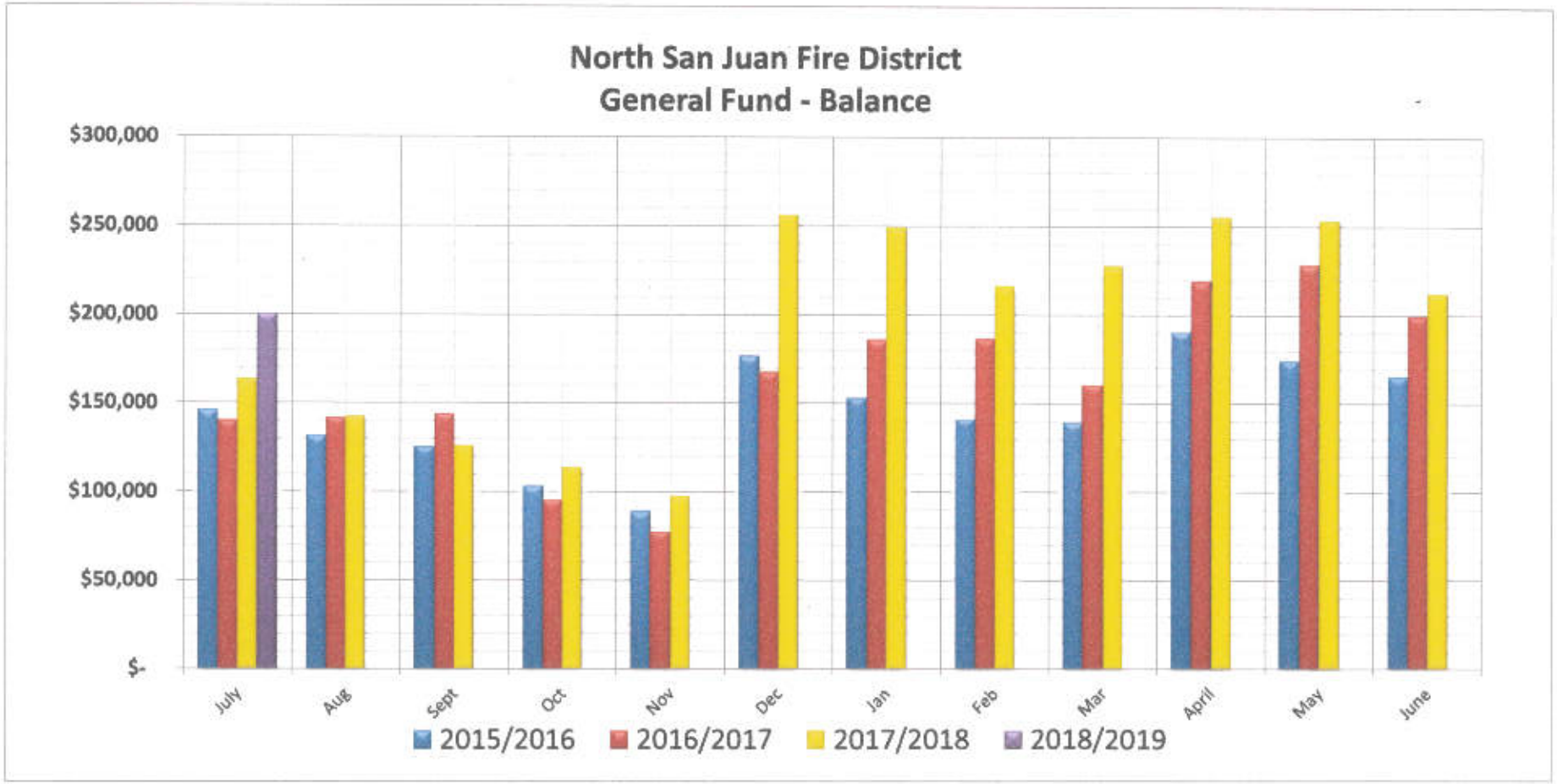
NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - General Fund
July 2018

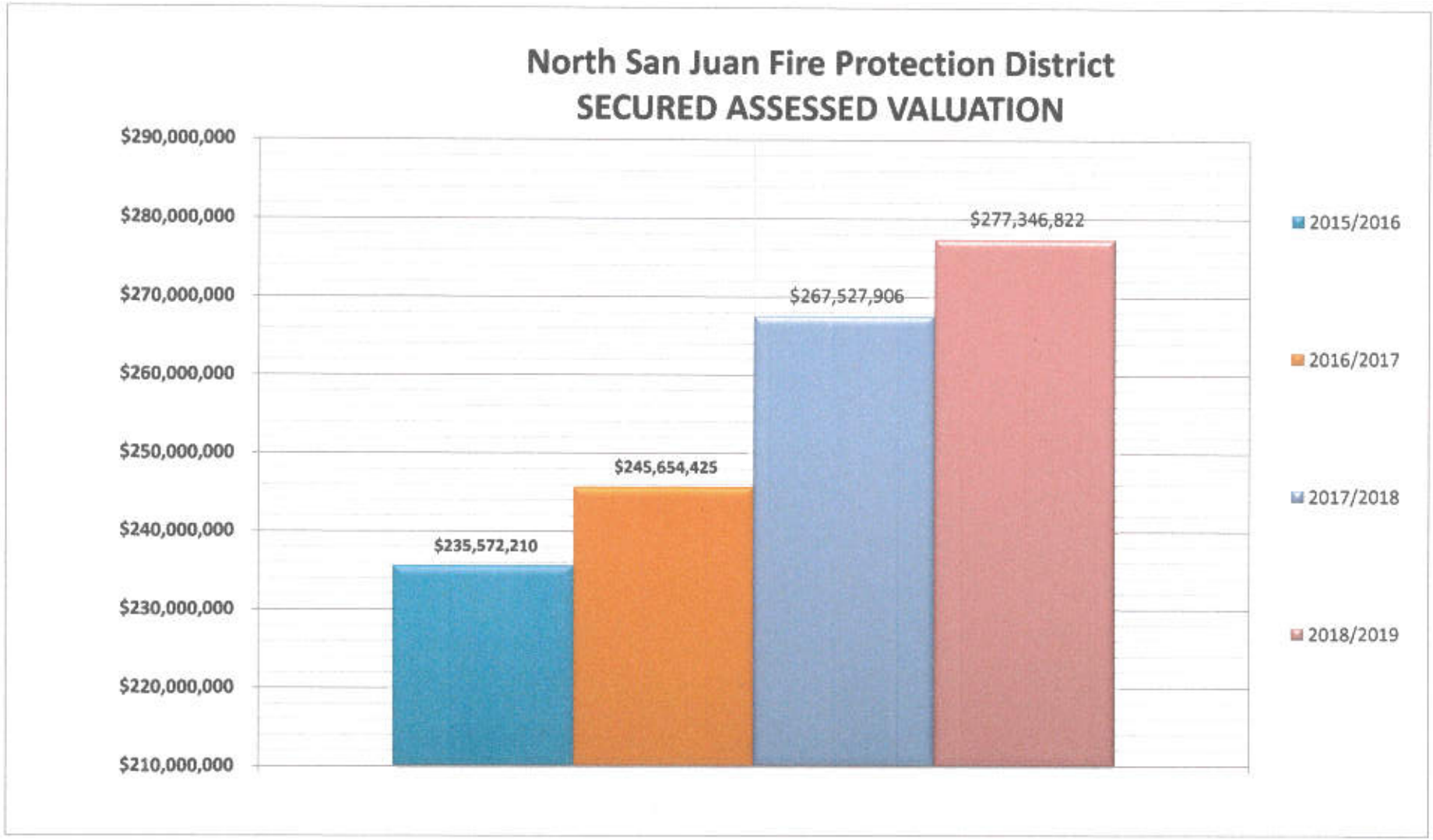
07/12/2018	Banner Communications	Microphone for HT - 6100	-37.80
07/12/2018	Boyett Petroleum	Fuel	-298.16
07/23/2018	FF Flores, Angela (reim)1	Maintenance - station #2	-70.00
07/23/2018	Boyett Petroleum	Fuel	-426.61
07/31/2018	Riley, Robert R	Training	-138.53
07/31/2018	Combined Payroll	Combined Payroll	5,031.91

NORTH SAN JUAN FIRE DISTRICT
Cal-Card Expense
As of July 31, 2018

Date	Name	Memo		Amount
05/15/2018	Rescue Training Institute	Annual fee	$	100.00
05/15/2018	Intuit	Annual subscription	$	299.95
05/15/2018	Amazon.Com	Safety lights, printable postage stamps	$	176.66
05/15/2018	Endicia	Postage	$	25.00
05/15/2018	Endicia	Postage	$	10.00
05/22/2018	Mother Truckers	Food	$	38.50
06/04/2018	PayPal MCL	Fire Weather Instrument Kit	$	387.31
06/06/2018	Radio Depot	HT Charger x3	$	161.28
06/07/2018	Amazon.Com	Ticket Rolls	$	11.32
06/08/2018	Verizon Wireless	Cell service	$	72.29
06/11/2018	Amazon.Com	Antenna cable	$	15.19
06/11/2018	Amazon.Com	Maintenance - Landscaping	$	19.88
06/12/2018	Firefighters Bookstore	IRPG - 2018 x 25	$	127.36
06/12/2018	Amazon.Com	Subscription	$	106.43
06/13/2018	Amazon.Com	Antenna for scanner	$	25.98
06/18/2018	Grass Valley Florist	Condolense Flowers - Flores	$	81.00
06/18/2018	Amazon.Com	Return	$	(12.39)
06/19/2018	Amazon.Com	Emergency telephones	$	21.48
06/19/2018	Easy ID	I.D. Cards	$	230.00
06/19/2018	Endicia	Postage	$	50.00
06/19/2018	Amazon.Com	Maintenance	$	29.98
06/21/2018	Amazon.Com	Cleaning supplies	$	30.22
06/21/2018	Amazon.Com	Maintenance	$	14.79
06/21/2018	Cal-Card	Maintenance - vehicle	$	20.98
			$	2,043.21
TOTAL			$	2,043.21


North San Juan Fire District
Monthly Expenditures - General Fund
$90,000
$80,000
$70,000
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$-
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
March
April
May
June
2015/2016
2016/2017
2017/2018
2018/2019


North San Juan Fire District
General Fund - Balance
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$-
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
May
June
2015/2016
2016/2017
2017/2018
2018/2019


North San Juan Fire Protection District
SECURED ASSESSED VALUATION
$290,000,000
$280,000,000
$270,000,000
$260,000,000
$250,000,000
$240,000,000
$230,000,000
$220,000,000
$210,000,000
$235,572,210
$245,654,425
$267,527,906
$277,346,822
2015/2016
2016/2017
2017/2018
2018/2019

COUNTY TREASURY FUNDS MONTHLY REPORT

As of August 31, 2018

	GENERAL	MITIGATION	MEASURE Q
Beginning Balance	$ 177,978.46	$ 9,016.92	$ 200,226.94
Revenue	$ 180.00	$ 1,706.28	$ 6,879.79
Expenditure	$ 29,557.75	$ -	
BALANCE	$148,600.71	$ 10,723.20	$ 193,347.15

NOTES

GENERAL FUND REVENUE: Donations
GENERAL FUND EXPENDITURES: A/P, Taxes, Strike Team

MITIGATION AB 1600 REVENUE - Two permits
MITIGATION AB 1600 EXPENDITURES: No activity

MEASURE Q REVENUE: No Activity
MEASURE Q EXPENSE - Tuff Shed Purchase

NORTH SAN JUAN FIRE DISTRICT
CASH ON HAND
As of August 31, 2018

	31-Aug-18
ASSETS	
Current Assets	
Checking/Savings	
10250 · Tri-Counties Bank	$ 500.00
10717 · Measure Q - Nevada County	$ 193,347.15
10720 · General Fund - Nevada County	$ 148,600.71
10777 · Mitigation Fund - Nevada County	$ 10,723.20
Total Checking/Savings	$ 353,171.06
Total Current Assets	$ 353,171.06

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - Tri-Counties Bank
August 2018

Date	Name	Memo	Amount
8/1/2018	Leaf Commercial	Lease	$ 71.72

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - General Fund
August 2018

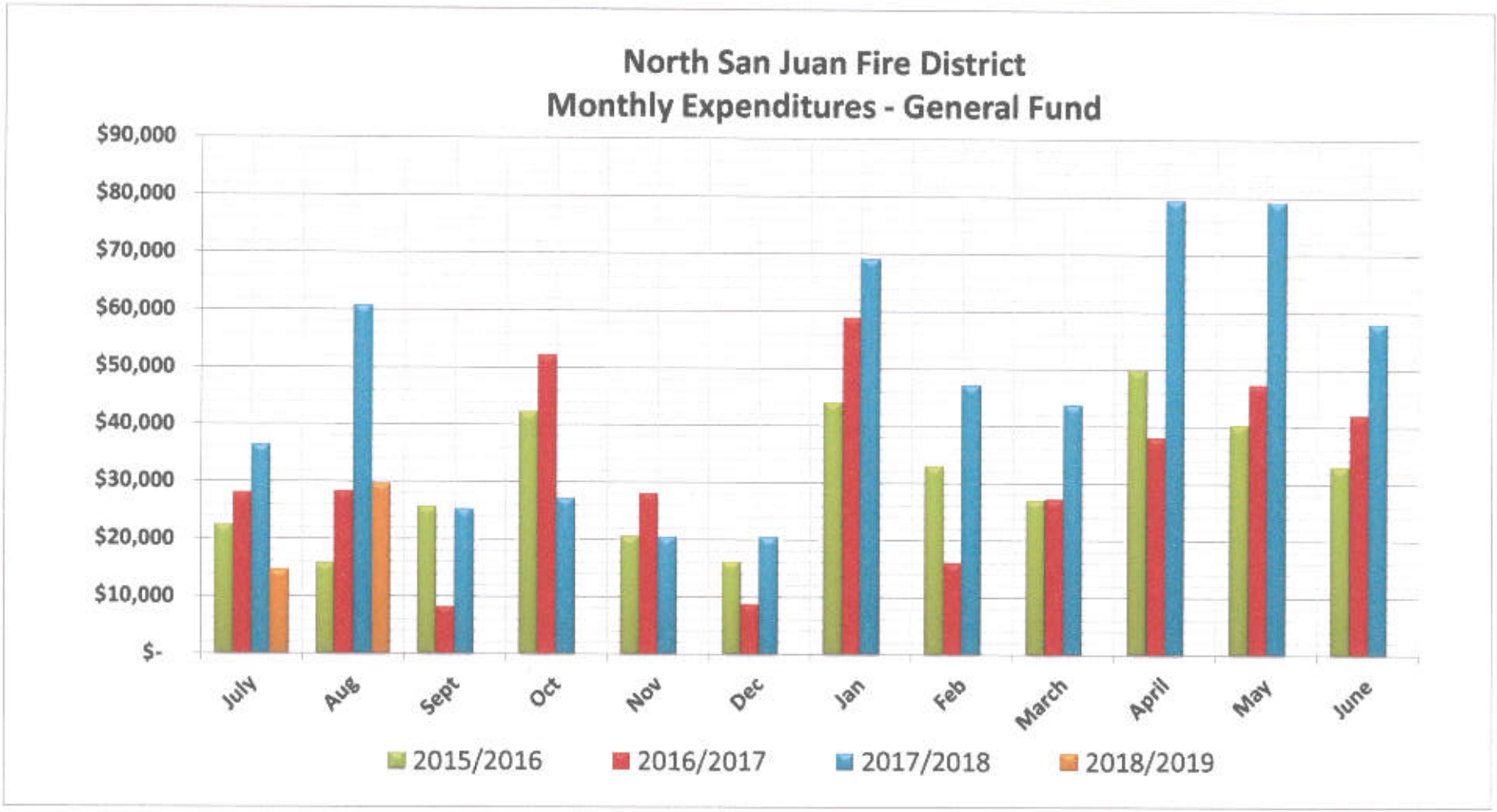
Date	Name	Memo	Amount
08/31/2018	Riley, Robert R	Training	-138.52
08/02/2018	Hi-Tech Emergency, Inc.	Suction strainer	-74.19
08/02/2018	Wind, Rachel	Cleaning - July 9th	-75.00
08/02/2018	ACC Business	Broadband	-733.90
08/16/2018	L.N. Curtis & Sons	Equipment	-271.71
08/16/2018	Hi-Tech Emergency, Inc.	Annual service Jaws of Life	-689.52
08/16/2018	Gold Country Copier,Inc.	Color copies	-50.39
08/16/2018	EDD	Employment Tax	-411.39
08/16/2018	PG&E Station #1	Electric service	-131.14
08/16/2018	PG&E Station #3	Electric service	-557.27
08/16/2018	Colantuono, Highsmith	Legal services	-2,097.69
08/16/2018	AT&T CALNET 3	Telephone	-198.24
08/16/2018	US Bank	Cal-Card (see report)	-973.86
08/16/2018	Wind, Rachel	Cleaning August 6th	-75.00
08/16/2018	Sierra Excavating, Inc.	Site work	-500.00
08/16/2018	Mountain Woman Gardening	July Maintenance	-510.00
08/16/2018	FDAC EBA	Insurance	-72.12
08/16/2018	Ridge Plumbing (v)	Replace hot water heater station #3	-1,100.00
08/23/2018	Hennig's Automotive Repair	Apparatus maintenance	-2,712.12
08/23/2018	FF Evanoff, Jason (reim)	Grounds maintenance station #1	-100.00
08/23/2018	FF Blevens, Kritters R	Propane	-31.90
08/30/2018	EDD	Workers' Comp	-38.91
08/30/2018	Life Assist, Inc.	Medical supplies	-31.17
08/30/2018	ZAP Manufacturing	Road sign	-43.00
08/30/2018	FF Johnson, Boyd (reim)	Dump Run - McCourtney	-35.87
08/30/2018	Hennig's Automotive Repair	Apparatus Maintenance	-825.05
08/30/2018	US Bank	Cal-Card (see report)	-3,193.56
08/30/2018	SCI Consulting Group	Special Tax Administration 2018-2019	-2,521.22
08/01/2018	Internal Revenue Service	Federal Taxes	-3,129.40
08/16/2018	AIRGAS	Oxygen	-128.63
08/16/2018	FF Olson, Shawn (reim)	Air filter 6134	-28.60
08/16/2018	FF Roland, Mark (reim)	Fuel #6162	-200.00
08/16/2018	Boyett Petroleum	Fuel #6162	-526.55
08/23/2018	FF Browning, Tom (reim)	Wiring repair 6130	-38.88
08/23/2018	Banner Communications	Radio repair	-470.76
08/23/2018	FF Roland, Mark (reim)	Strike Team Expense	-115.74
08/23/2018	Boyett Petroleum	Fuel	-641.99
08/31/2018	Combined Payroll	Combined Payroll	5,869.30

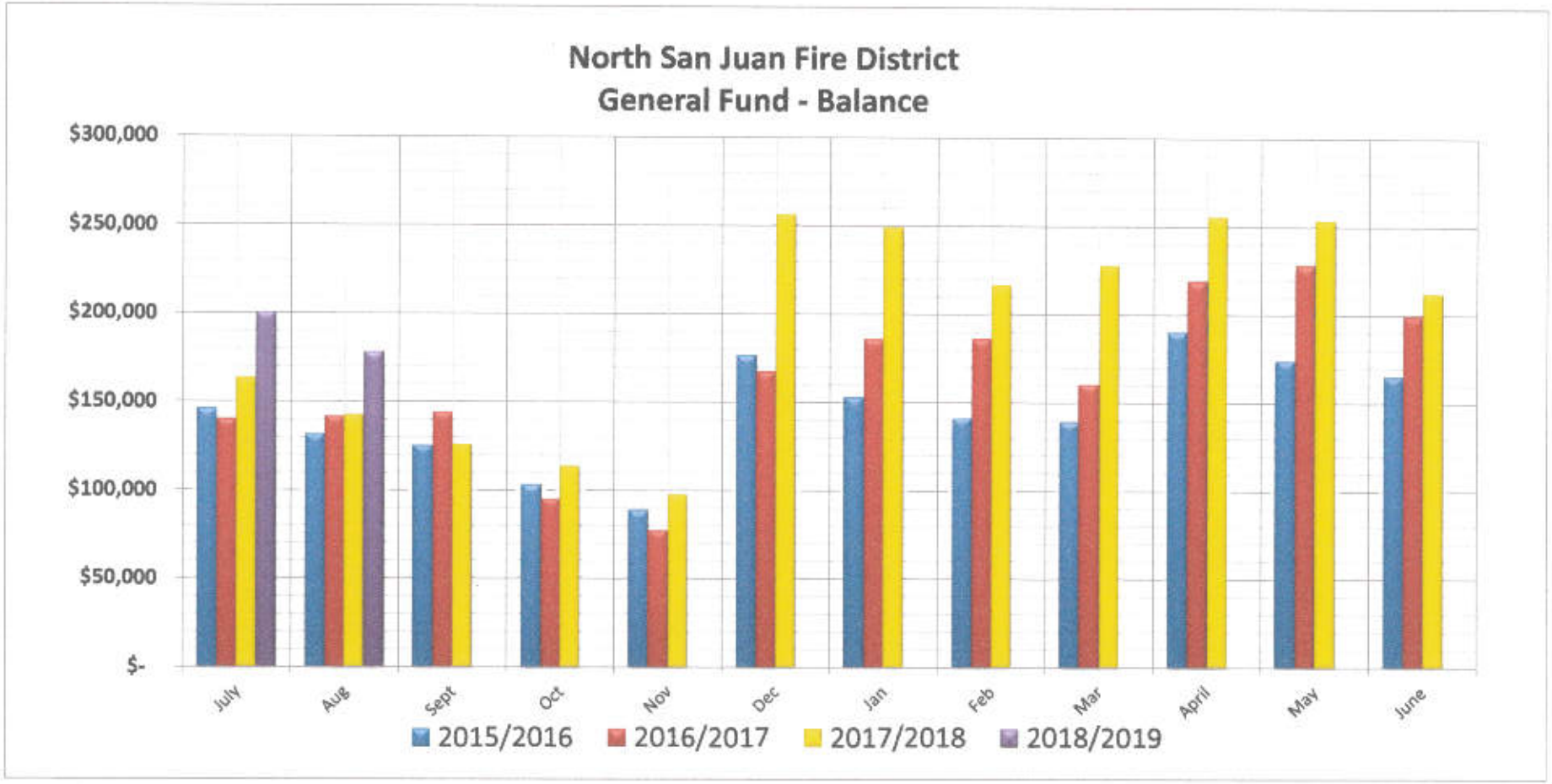
NORTH SAN JUAN FIRE DISTRICT
Cal-Card Expense
As of August 30, 2018

Date	Name	Memo	Amount
08/20/2018	SSV	Registration	500.00
07/24/2018	Amazon.Com	SD Card	18.78
07/30/2018	Amazon.Com	Copy paper	25.79
07/30/2018	Grass Valley Florist	Flowers & Card	92.49
07/30/2018	Safeway	Cleaning supplies	19.40
07/30/2018	Dish Network	Monthly subscription	104.19
07/31/2018	Microsoft 365	Office 365 Software	69.99
07/31/2018	Amazon.Com	Water hose hanger station #1	39.17
08/13/2018	Industrial Scientific	Gas Meter	1,472.98
08/13/2018	Amazon.Com	Extinguisher bracket	42.73
08/15/2018	Amazon.Com	Door closers station #3 & flags	425.68
08/20/2018	Amazon.Com	Office supplies	23.95
08/28/2018	S & W Healthcare	Zoll pads	279.54
08/28/2018	Verizon Wireless	Cell service	78.87
			3,193.56
TOTAL			3,193.56

NORTH SAN JUAN FIRE DISTRICT
Cal-Card Expense
As of August 31, 2018

Date	Name	Memo	Amount
06/16/2018	Amazon.Com	Vehicle maintenance	68.37
06/19/2018	Amazon.Com	Printable business cards	16.36
06/19/2018	Amazon.Com	Emergency telephones	17.19
06/19/2018	Amazon.Com	Maintenance	40.77
06/26/2018	Amazon.Com	Envelopes	18.26
06/27/2018	Winter Design Group	Web Page - annual maintenance & security	300.00
07/02/2018	Country Store	Material	4.22
07/02/2018	FDAC	Annual Membership Dues	176.00
07/03/2018	YubaNet.Com	Donation	100.00
07/03/2018	Dish Network	Monthly subscription	100.19
07/03/2018	Verizon Wireless	Monthly subscription	76.26
07/17/2018	Amazon.Com	Office supplies	56.24
TOTAL			973.86


North San Juan Fire District
Monthly Expenditures - General Fund
$90,000
$80,000
$70,000
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$-
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
March
April
May
June
2015/2016
2016/2017
2017/2018
2018/2019


North San Juan Fire District
General Fund - Balance
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$-
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
May
June
2015/2016
2016/2017
2017/2018
2018/2019

COUNTY OF NEVADA
COUNTY EXECUTIVE OFFICE

Eric Rood Administrative Center
950 Maidu Avenue, Suite 220
Nevada City, CA 95959
(530) 265-7040
Fax 265-9839
E-MAIL: ceo@co.nevada.ca.us

August 20, 2018

Tracy Corris
North San Juan Fire Protection District
P.O. Box 299
North San Juan, CA 95960

Dear Tracy Corris,

The Nevada County Board of Supervisors has authorized allocation of Proposition 172 funds to the Fire Districts as part of Resolution 18-244 (Enclosed). As with last year there are two important changes associated with the reporting requirements that effect the 2017-18 reporting period:

1. Consistent with the goals of the County's Hazardous Vegetation Abatement Ordinance, Fire Districts are required to report efforts in support of Hazardous Fuels Inspections and Public Resources Code 4290 and 4291.
2. The resolution makes allocation of 2018-19 funds contingent upon receipt of the 2017-18 annual report.

To simplify this process, a form has been included which you may fill out and return to our office to satisfy the reporting requirements.

If you have any questions, please don't hesitate to contact us at (530) 265-7040.

Sincerely,

Janiene Lynch
Administrative Assistant II
Nevada County Executive Office

ANNUAL REPORT FOR 2017-18 PROPOSITION 172 FUNDS

Please fill out the form below detailing your entity's usage of Prop 172 funds in the 2017-18 Fiscal Year. Providing this information satisfies the reporting requirements of the resolution authorizing allocation of Proposition 172 funds to Fire Districts.

Entity Name: North San Juan Fire District

$28,268 Total **Proposition 172 Revenue** received in 2017-18

Was 100% of the revenue spent on Public Safety related activities? Please circle one:
(Yes) No If "No" please explain: _____

How many Defensible Space Inspections were completed in 2017-18: 5

If Proposition 172 funds were spent on specific purposes (i.e. equipment purchased specifically with Prop 172) please list the items and amounts.

Item	Amount
Total:	

If Proposition 172 funds were used for general purposes, please list the amounts in the following categories.

Item	Amount
Employee Costs	
Services and Supplies	28,268
Capital Expenditures	
Other Charges	
Total:	28,268

The Board of Supervisors adopted the Hazardous Vegetation Abatement Ordinance to assist homeowners to meet defensible space requirements, and as a tool to assist Fire Districts with enforcing relevant fire codes. Please describe efforts taken in support of the ordinance in the 2017-18 fiscal year:

On-Site Meetings and Inspections with District Property Owners

W. Tracy Corris
Print Name

W. Tracy Corris
Signature

District Manager
Title

8/27/18
Date

Please return this form by August 31, 2018 to avoid any delay in issuing 2018-19 payments. Return form to:

County of Nevada
County Executive Office
950 Maidu Avenue, Nevada City, CA 95959

NORTH SAN JUAN FIRE DISTRICT
Account QuickReport
July 2017 through June 2018

Type	Date	Num	Name	Memo	Split	Amount
43000 · Inter Governmental						
44960 · Proposition 172 Public Safety						
Deposit	09/29/2017		Nevada County	Deposit	10720 · Gener...	2,579.87
Deposit	11/30/2017		Nevada County	Prop 172	10720 · Gener...	2,584.22
Deposit	12/29/2017		Nevada County	Deposit	10720 · Gener...	3,274.34
Deposit	01/31/2018		Nevada County	Deposit	10720 · Gener...	5,241.25
Deposit	03/30/2018		Nevada County	Deposit	10720 · Gener...	6,350.92
Deposit	05/31/2018		Nevada County	Deposit	10720 · Gener...	2,265.92
Deposit	06/29/2018		Nevada County	Deposit	10720 · Gener...	5,971.09
Total 44960 · Proposition 172 Public Safety						28,267.61
Total 43000 · Inter Governmental						28,267.61
TOTAL						**28,267.61**

SCIConsultingGroup
4745 Mangels Boulevard · Fairfield, California 94534 · Tel: 707.430.4300 · Fax: 707.430.4319

August 27, 2018

Tracy Corris, General Manager
North San Juan Fire Protection District
PO Box 299
North San Juan, CA 95960

Dear Tracy:

Below is a summary of the District's two parcel tax levies for fiscal year 2018-19. We have submitted the levies and have confirmed the tax amount with the County Auditor.

Tax	Fund Number	Number of Parcels Taxed	Total Assessment
1986 Parcel Tax	54201	1,689	$41,008
Measure Q	54205	1,660	$100,676

The County deployed a new property tax system this year which required them to issue new five-digit fund numbers (shown above). In addition, the County can no longer generate the data for your 1986 parcel tax. As a result, SCI generated that parcel data and submitted it on the District's behalf (also shown above).

We have provided the auditor with SCI's phone number, (800) 273-5167, so property owners can call us directly concerning their property tax bills. Please feel free to forward any property owner calls to our office that may contact you directly.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Jerry Bradshaw
Senior Engineer

6F

Bids

Andrew's Paving & Excavating, Inc.
19389 Victoria Drive
Grass Valley, CA 95949

Pricing valid for 60 days from the date of the quotation. All pricing is based upon the current costs of materials with straight-time labor and is subject to change.

Estimate

Date: 8/28/2018

Name & Address
North San Juan Fire Department ATTN: Tracy Corris P.O. BOX 299 North San Juan, CA 95960

Andrew's PAVING & EXCAVATING INC.
CSL# 1025942
www.andrewspavingandexcavating.com

Payment Terms
Due Upon Completion

Description	Total
CULVERT: excavation and installation of 35 feet of corrugated HDG steel traffic grade (40,000lb rating) 12" diameter culvert pipe. Backfill, water, and compact. Inlet and outlet prepared and rock lined. Clean drainage ditch adjacent to culvert.	3,785.00
ASPHALT OVERLAY AT ENCROACHMENT: 1,080 Sq. ft. of existing asphalt overlay: clean and prepare existing asphalt surface. Apply contractor grade tack oil. Overlay with 18 tons Vulcan hot mix asphalt. Roll & compact with double drum roller to approximately 3" thick along driveway encroachment and transitioning into roadway.	4,860.00
NEW ASPHALT PAVING ENCROACHMENT: 700 sq. ft (11.6 tons) paving. Excavate out 7" of dirt & rock and off haul material. Grade and prepare with approximately four inches of ¾" AB base rock with fines (class 2 spec CAL TRANS approved). Prepare and shoulder back edges of roadway with ¾" AB base rock. Compact rock with double drum roller. Compaction test for a minimum compaction of 86%. Vulcan hot mix asphalt paved, rolled & compacted to approximately 3" thick. Continued...	4,900.00

Andrew's Paving & Excavating, Inc. proposes to furnish all materials and perform all labor necessary to complete the following work in accordance with the specifications given and standards. Modifications/changes must be approved by the contractor and the home owner. These changes/modifications may affect the total price of this project. Payment is expected in FULL upon completion of work. Permit requirements: various government agencies require permits if work is being performed on land. With some exceptions, these permits must be obtained by the home/land owner. Due to various soil & weather conditions, possible root, or mushroom intrusion, Andrew's Paving & Excavating, Inc. cannot guarantee asphalt, sealcoat, or concrete surfaces against cracking. We are a licensed, insured, & bonded general engineering contractor CSL# 1025942. Print, sign, and date below to accept the proposed bid. Please email, mail, or fax signed copy to Andrew's Paving & Excavating, Inc. to accept these terms.

Print _____ Signature _____ Date _____

Please make checks payable to: Andrew's Paving & Excavating, Inc.

THANK YOU FOR YOUR BUSINESS!!

VISA MasterCard AMERICAN EXPRESS DISCOVER FINANCIAL SERVICES CASH PERSONAL CHECK

Total

Phone #	Fax #	*There is a 3% service fee for all credit card transactions*	E-mail
(530) 268-1975	(530) 268-1975	info@andrewspavingandexcavating.com	

Andrew's Paving & Excavating, Inc.
19389 Victoria Drive
Grass Valley, CA 95949

Pricing valid for 60 days from the date of the quotation. All pricing is based upon the current costs of materials with straight-time labor and is subject to change.	**Estimate**
	Date
	8/28/2018

Name & Address
North San Juan Fire Department ATTN: Tracy Corris P.O. BOX 299 North San Juan, CA 95960

Andrew's PAVING & EXCAVATING INC.
CSL# 1025942
www.andrewspavingandexcavating.com

Payment Terms
Due Upon Completion

Description	Total
Continued from page 1... NEW DRIVEWAY ASPHALT PAVING: 45 feet x 24 feet wide (18 tons) paving. Grade and prepare existing grave and freshen with approximately 12 tons of ¾" AB base rock with fines (class 2 spec CAL TRANS approved). Prepare and shoulder back edges of roadway with ¾" AB base rock. Compact rock with double drum roller. Vulcan hot mix asphalt paved, rolled & compacted to approximately 3" thick. ENCROACHMENT PERMIT: application and processing of encroachment permit at county office (included). All work to conform to California DOT standards and Nevada County Department of Public Works standards for private driveways.	5,400.00

Andrew's Paving & Excavating, Inc. proposes to furnish all materials and perform all labor necessary to complete the following work in accordance with the specifications given and standards. Modifications/changes must be approved by the contractor and the home owner. These changes/modifications may affect the total price of this project. Payment is expected in FULL upon completion of work. Permit requirements: various government agencies require permits if work is being performed on land. With some exceptions, these permits must be obtained by the home/land owner. Due to various soil & weather conditions, possible root, or mushroom intrusion, Andrew's Paving & Excavating, Inc. cannot guarantee asphalt, sealcoat, or concrete surfaces against cracking. We are a licensed, insured, & bonded general engineering contractor CSL# 1025942. Print, sign, and date below to accept the proposed bid. Please email, mail, or fax signed copy to Andrew's Paving & Excavating, Inc. to accept these terms.

Print _____ Signature _____ Date _____

Please make checks payable to: Andrew's Paving & Excavating, Inc. **THANK YOU FOR YOUR BUSINESS!!**	VISA MasterCard AMERICAN EXPRESS DISCOVER FINANCIAL SERVICES CASH PERSONAL CHECK ***There is a 3% service fee for all credit card transactions***	**Total**

Phone #	Fax #	E-mail
(530) 268-1975	(530) 268-1975	info@andrewspavingandexcavating.com

Andrew's Paving & Excavating, Inc.
19389 Victoria Drive
Grass Valley, CA 95949

Pricing valid for 60 days from the date of the quotation. All pricing is based upon the current costs of materials with straight-time labor and is subject to change.	**Estimate**
	Date
	8/28/2018

Name & Address
North San Juan Fire Department ATTN: Tracy Corris P.O. BOX 299 North San Juan, CA 95960

Andrew's CSL# 1025942
PAVING & EXCAVATING INC.
www.andrewspavingandexcavating.com

Payment Terms
Due Upon Completion

Description	Total
Page 2 of 2	

Andrew's Paving & Excavating, Inc. proposes to furnish all materials and perform all labor necessary to complete the following work in accordance with the specifications given and standards. Modifications/changes must be approved by the contractor and the home owner. These changes/modifications may affect the total price of this project. Payment is expected in FULL upon completion of work. Permit requirements: various government agencies require permits if work is being performed on land. With some exceptions, these permits must be obtained by the home/land owner. Due to various soil & weather conditions, possible root, or mushroom intrusion, Andrew's Paving & Excavating, Inc. cannot guarantee asphalt, sealcoat, or concrete surfaces against cracking. We are a licensed, insured, & bonded general engineering contractor CSL# 1025942. Print, sign, and date below to accept the proposed bid. Please email, mail, or fax signed copy to Andrew's Paving & Excavating, Inc. to accept these terms.

Print _____ Signature _____ Date _____

Please make checks payable to: Andrew's Paving & Excavating, Inc.

THANK YOU FOR YOUR BUSINESS!!

VISA MasterCard AMERICAN EXPRESS DISCOVER FINANCIAL SERVICES CASH PERSONAL CHECK

Total $18,945.00

There is a 3% service fee for all credit card transactions

Phone #	Fax #	E-mail
(530) 268-1975	(530) 268-1975	info@andrewspavingandexcavating.com

6G

SCI

SCIConsultingGroup
Public Finance Consulting Services

August 27, 2018

Tracy Corris, District Manager
North San Juan Fire Protection District
PO Box 299
North San Juan, CA 95960

Re: Request for Revised Consulting Services Agreement – Addition of 1986 Parcel Tax Administration

Dear Tracy:

SCI**ConsultingGroup** ("SCI") is requesting a revision to our Consulting Services Agreement dated April 9, 2018 to include parcel tax administration for the District's 1986 parcel tax. This additional work is now required because Nevada County changed their property tax system and can no longer develop parcel tax levy data on behalf of local special districts such as in the case of the North San Juan Fire Protection District's 1986 parcel tax.

On August 7, 2018 during a phone call with Suzanne Jewett at the County Auditor-Controller's office I learned that the County would no longer be able to generate the levy data for the District's 1986 tax. Although their deadline for data submittal had passed a week earlier, they worked with me to develop that tax levy data and I was able to submit it the next morning. Because of the lateness and the rush to get the District's tax levies submitted, I did not take the time to contact you for approval beforehand.

We have analyzed what we believe will be the additional workload required to submit this data on an annual basis. Although the 1986 tax is based on the same set of parcels as the Measure Q tax, there are differences in how the tax is calculated and exempt parcels are somewhat different. In addition, it requires a separate resolution, submittal documents, and tax report. We are requesting an additional $850 for this year's work and a similar amount for the following two years of our current contract as shown in the table below. This would include the identical scope as for the Measure Q administration.

Fiscal Year	*2018-19*	*2019-20*	*2020-21*
Original Contract Amount (Meas Q)	*$ 4,500*	*$ 4,635*	*$ 4,774*
Amendment Request (1986 Tax)	*850*	*878*	*902*
Consulting Fee Subtotal	*$ 5,350*	*$ 5,513*	*$ 5,676*
Incidentals (not-to-exceed)	*350*	*350*	*350*
Revised Contract Amount	*$ 5,700*	*$ 5,863*	*$ 6,026*

Please review the revised proposal and agreement provided below. It is structured to replace the April 9, 2018 agreement rather than amend it. If the District is agreeable to this request, please sign and return the revised agreement to our offices.

We look forward to this opportunity to continuing to assist the District with this important project and stand ready to proceed. If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at (707) 430-4300 or via email at jerry.bradshaw@sci-cg.com.

Sincerely,

Jerry Bradshaw
Senior Engineer

SCOPE OF WORK (REVISED)

Based upon our current understanding of the technical analysis and information needed by the North San Juan Fire Protection District, we propose the following scope of work and approach:

DEFINITIONS

District:	North San Juan Fire Protection District, staff and Board of Education.
Special Taxes:	North San Juan Fire Protection District's Measure Q Parcel Tax and 1986 Parcel Tax
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors
Administration:	Services related to the determination, levy and collection of special tax revenues

IDENTIFICATION OF DISTRICT PARCELS AND LEVY CALCULATION

1. Obtain and carefully review the resolution ordering the election and other election documents for the Special Taxes to develop a thorough understanding of the tax requirements.
2. In the first quarter of the year, create a database with every parcel in the boundaries of the area covered by the Special Taxes, including the parcel attributes necessary for calculating the taxes, and update it with new information for the upcoming year.
3. From County Assessor records, determine the taxable and nontaxable parcels in the District.
4. On a parcel-by-parcel basis, calculate and verify the proposed specific tax amount for each parcel and prepare the preliminary tax roll to be used by the District as a basis for the annual budget.

DOCUMENT PREPARATION

1. Prepare any needed resolutions and staff reports for the Special Taxes.
2. Prepare and assist with the publication of any notices for the continuation of the Special Tax if needed.
3. Attend District Board meetings as needed, including those at which the resolutions are approved.

LEVY RECALCULATION, REVERIFICATION AND SUBMITTAL

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor Roll from the County and create an updated District database.
2. Identify new or changed parcels that may require an updated or new tax calculation and recalculate the final tax on a parcel-by-parcel basis.
3. Finalize the Tax Roll, other documents and supporting materials.
4. Prepare the final Tax Rolls for the Special Taxes and submit them to the County for inclusion on the upcoming fiscal year tax bills.

DISTRICT INFORMATION AND LEVY CONFIRMATION

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

ANNUAL SPECIAL TAX REPORT AND OTHER ACCOUNTABILITY REPORTING REQUIREMENTS

1. Prepare an annual Special Tax Report for each Special Tax to ensure compliance with the Government Code, and file it with the District by January 20 after the close of the fiscal year.
2. Prepare data and forms associated with the Special Taxes for the District's annual Financial Transactions Report in compliance with AB 2109 and file it with the District by January 20 after the close of the fiscal year.

Responding To Public Inquiries And Appeals

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any taxes which we find to be based upon incorrect information being used to apply the Special Tax methodology. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

Project Team

If selected, Jerry Bradshaw would serve as the project manager and will oversee the work. Jerry does not have any work commitments interfering with her responsiveness and ability to successfully complete the project within a reasonable timeframe.

Fee Schedule (Revised)

SCI shall be compensated for the performance of the Scope of Work as follows:

Fiscal Year	*2018-19*	*2019-20*	*2020-21*
Original Contract Amount (Meas Q)	*$ 4,500*	*$ 4,635*	*$ 4,774*
Amendment Request (1986 Tax)	*850*	*878*	*902*
Consulting Fee Subtotal	*$ 5,350*	*$ 5,513*	*$ 5,676*
Incidentals (not-to-exceed)	*350*	*350*	*350*
Revised Contract Amount	*$ 5,700*	*$ 5,863*	*$ 6,026*

1. Fees will be payable in the following manner each fiscal year:
   a. On August 15, the sum of $3,500 shall be due.
   b. On January 15, the remainder shall be due.
2. The scope of services for annual administration includes one in-person meeting with the District. Any additional in-person meetings shall be charged at the rate of $1,050 per person per meeting.
3. In the event the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.
4. Customary incidental expenses including property data, travel, published notices handled by SCI and other out-of-pocket costs, shall be billed as incurred, with a total amount not to exceed $350 per fiscal year without prior authorization from the District.

Note: All costs associated with this proposal and the scope of services can be financed or refunded by the special tax proceeds, if desired.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

ADDITIONAL INFORMATION

Employment Policies
SCI does not and shall not discriminate against any employee in the work place or against any applicant for such employment or against any other person because of race, religion, sex, color, national origin, handicap, or age or any other arbitrary basis. SCI Consulting Group insures compliance with all civil rights laws and other related statutes.

Conflict of Interest Statements
SCI has no known past, ongoing or potential conflicts of interest for working with the District, performing the Scope of Work or any other service for this Project.

Insurance
SCI carries professional Errors and Omissions insurance in the amount of $2 million per occurrence and $2 million aggregate. SCI also carries general liability insurance in the amount of $2 million per occurrence and $4 million aggregate.

Independent Contractor
If selected, SCI shall perform all services included in this proposal as an independent contractor.

CONSULTANT SERVICES AGREEMENT (REVISED)

THIS AGREEMENT is made on _____, 20__, between the **North San Juan Fire Protection District,** ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work ("Work").** Consultant shall perform the work and render the services described in this Proposal (the "Work"). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.

2. **Payment.**

   a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown in this Proposal. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant's fee shall include all the Consultant's costs and expenses related to the Work.

   b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.

3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.

4. **Insurance.**

   a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	$2,000,000 per occurrence $4,000,000 aggregate
Automobile Liability	$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	$1,000,000 per occurrence & $1,000,000 aggregate

   b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.

   c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.

6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.

8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.

9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.

10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

12. **Default.** In the event the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event this Agreement is terminated payment shall still be due for all Work performed by the Consultant through the date of the termination.

13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event this Agreement is cancelled payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.

14. **Attorney's Fees.** In the event, any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

15. **Supersedes Prior Agreements.** This agreement supersedes all prior agreements between Consultant and Agency including the agreement dated April 9, 2018.ny notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

16. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

Public Agency:
North San Juan Fire Protection District
PO Box 299
North San Juan, CA 95960

Consultant:
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____ _____

_____ _____

_____ _____

_____ _____

By signing below, we agree to the terms of this Agreement.

Accepted:

_____
Tracy Corris
District Manager
North San Juan Fire Protection District

_____
Date

Accepted:

_____
John W. Bliss
President
SCI Consulting Group

_____
Date