

Sonoma Valley Fire District

Board of Directors Meeting

January 12, 2021





Sonoma Valley Fire District

Board of Directors Meeting

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**MEETING AGENDA
SONOMA VALLEY FIRE DISTRICT
BOARD OF DIRECTORS**

Tuesday, January 12, 2021 at 6:00 P.M.

Location: Glen Ellen Fire Station 1
13445 Arnold Drive, Glen Ellen, CA 95442

Due to COVID-19 precautions, board meetings will be open to the public via phone-in conference calls only. No public gatherings will be held at this site until further notice. Agendas and board packets are available at the following website: <http://svfra.org>

Join by phone: 1-669-900-9128

Meeting ID: 914 153 1767

1. Call to Order

2. Roll Call and Determination of a Quorum

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Raymond Brunton, Mark Emery, Terrence Leen.

3. Pledge of Allegiance

4. Confirmation of Agenda

Opportunity for the Board to reorder agenda items.

5. Comments from the Public

(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)

6. Presentations

7. Consent Calendar

- a) Approval of minutes from the regular meeting, held on November 10, 2020. **Action Item**
- b) Approval of revised meeting minutes from the special board meeting, held on July 1, 2020. **Action Item**

8. Fire Chief's Monthly Report

Chief's activity report for December 2020

9. **Old Business**

Valley of the Moon Fire Protection District, WestAmerica Bank account name change to Sonoma Valley Fire District. **Action item**

10. **New Business**

- a) Resolution 2020/2021-13. Adopt a new written Investment Policy for the Sonoma Valley Fire District. **Action item**
- b) Approval of Hilltop Securities Non-Incorporated Association Resolution and authorizing Chief Akre to act as fiduciary. **Action item**
- c) Approval of proposed Groundwater Monitoring Well on District Parcel located at Arnold Dr. and Felder Rd. **Action item**
- d) Resolution 2020/2021-14. Approving side letters of agreement between the Sonoma Valley Fire District and the Sonoma Valley Professional Firefighters' Association, Local 3593. **Action item with roll call vote**

11. **Other Business to Come before the Board**

12. **Comments from the Floor**

13. **Comments/Reports from the Board**

14. **Closed Session**

15. **Adjournment**

This meeting will be adjourned to the regular Board meeting on February 9, 2021 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://svfra.org>.



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 January 12, 2021

Agenda Item No.	Staff Contact
7	Maci Jerry, Clerk to the Board of Directors

Agenda Item Title
 Approval of regular meeting minutes held on November 10, 2020

Recommended Actions
 Approve the minutes

Executive Summary
 The minutes have been prepared for Board review and approval.

Alternative Actions
 Correct or amend minutes prior to approval

Fiscal Summary – FY 20/21			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)
 Not Required

Attachments
 1. Minutes for November 10, 2020 meeting

SONOMA VALLEY FIRE DISTRICT

BOARD OF DIRECTORS MEETING MINUTES Tuesday, November 10, 2020 at 6:00 P.M.

1. Call to Order

President Norton called the meeting to order at 6:01 p.m. via phone-in conference call.

2. Roll Call and Determination of a Quorum

Board of Directors: President William Norton, Vice President John (Matt) Atkinson, Treasurer Mark Johnson, Brian Brady, Raymond Brunton, Mark Emery, Terrence Leen.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Director Leen and recited by all.

4. Confirmation of Agenda

5. Comments from the Public

None

6. Presentations

Fire Marshal Smith gave a detailed presentation on the Un-manned Aerial System (drone) program.

7. Consent Calendar

M/S/P Johnson/Leen approved the meeting minutes from the regular board meeting held on November 10, 2020 **Passed 7 ayes**

8. Fire Chief's Monthly Report

Administration staff have begun their training in their new roles and have taken a big step in implementing best practices for the Department.

SVFD hired eight (8) interim Firefighter/EMT's. All have successfully been managing medic school and their shift work. Two are finishing their internships with hopes of having their medic licenses by December.

The SVFD is currently accepting applications for Lateral and Entry Level Firefighter Paramedics, evaluations and interviews will take place in early December.

Thank you to Glen Ellen and Carol for her work on the new draft investment policy. An update was given to Director Johnson for review and will be brought to the Board in December.

After the October Board meeting the Fire Impact Fee was brought to the County Administration for review.

9. Old Business

The Board heard and approved the recommendations from former GE Board President Peter van Fleet regarding necessary seismic upgrades to Station 5 to bring the building up to current regulations. Peter will report back to the Board in December.

10. New Business

- a) Approved Resolution 2020/21-12, to update the SVFD's Deferred Compensation Plan trustees. **M/S/P Norton/Emery, Passed 7 ayes**
- b) Approved the grant funding and purchase of the SVFD's new Un-manned Aerial System program. **M/S/P Johnson/Leen, Passed 7 ayes**

11. Other Business to Come before the Board

Chief Akre brought information to the Board regarding open positions on the LAFCO Board.

12. Comments from the Floor

None

13. Comments/Reports from the Board

Director Leen expressed his appreciation to all the Veterans in our organization. President Norton brought the topic of accommodations for SVFD staff members, the topic was originally brought by Director Emery at the October Board meeting. It was agreed that a Board member may compose a letter of appreciation for a members personnel file. The Director is to forward their letter to President Norton who will then forward to the Chief.

14. Closed Session

None

15. Adjournment

M/S Leen/Johnson with 7 ayes

This meeting was adjourned at 7:18p.m. to a regular Board meeting on December 8, 2020 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

Due to limited agenda items the December 8, 2020 Board meeting was canceled, all items will be adjourned to a regular Board meeting on January 12, 2020 at 6:00pm.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://svfra.org>

Respectfully submitted,

Maci Jerry



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 January 12, 2020

Agenda Item No.	Staff Contact
9a	Jennifer Jason, Finance Officer

Agenda Item Title
 Valley of the Moon Fire Protection District, WestAmerica Bank account name change to Sonoma Valley Fire District

Recommended Actions
 Approve official verbiage request by WestAmerica Bank.

Executive Summary

Resolution 2020/2021-02 was approved on July 1, 2020 by the newly seating Board of Directors for the Sonoma Valley Fire District. The District has successfully undergone a legal name change at the State and Federal levels and can now update all current Valley of the Moon Fire Protection District bank accounts to the new business name of the Sonoma Valley Fire District.

However, WestAmerica Bank has requested minutes stating the following: “Valley of the Moon Fire Protection District has changed its business name to the Sonoma Valley Fire District”.

This is required for the District to keep utilizing all existing accounts.

Alternative Actions
 Deny the request of WestAmerica Bank, leaving accounts in the name of Valley of the Moon Fire Protection District.

Strategic Plan Alignment

Fiscal Summary – FY 20/21			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)

Attachments



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 January 12, 2021

Agenda Item No.	Staff Contact
10a	Jennifer Jason, Finance Officer

Agenda Item Title
 A Resolution to adopt a written Investment Policy.

Recommended Actions
 Approve and adopt Resolution and the written Investment Policy.

Executive Summary
 Sonoma Valley Fire District needs to formally adopt an Investment Policy as part of a fiduciary responsibility to maximize the productive use of its assets entrusted to its care and to manage those public funds appropriately. The Investment Policy provides broad guidelines and direction to the officer(s) who are entrusted with the responsibility for the investment of the District’s reserve funds. The Investment Policy being presented was created using GEFD existing Investment Policy and revised to reflect current and best practices. The Investment Policy is intended to cover all funds and investment activities under the direct authority of the District.

Alternative Actions
 Amend the written Investment Policy

Fiscal Summary – FY 20/21			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Reqd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)
 Not Required

- Attachments**
1. Resolution No 2020/2021-13
 2. Sonoma Valley Fire District Investment Policy

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT ADOPTING THE SONOMA VALLEY FIRE DISTRICT INVESTMENT POLICY

WHEREAS, the authority governing investments for municipal governments is set forth in the California Government Code, Section 5601 through 53659; and

WHEREAS, under the authority granted by the District Board, the District Treasurer is responsible for investing the unexpended cash in the District treasury; and

WHEREAS, the primary goal of the Investment Policy of the Sonoma Valley Fire District is to insure safety, liquidity and yield.

NOW, THEREFORE BE IT RESOLVED that the District Board of the Sonoma Valley Fire District hereby adopts the Investment Policy which is attached hereto and by this reference made a part hereof.

Passed, approved and adopted at the regular meeting of the Board of Directors of the Sonoma Valley Fire District by the following votes. Passed and adopted this 12th day of January, 2021

President, Board of Directors

Ayes: _____
Noes: _____
Absent: _____

CERTIFICATION:

Clerk, Maci Jerry

SONOMA VALLEY FIRE DISTRICT

INVESTMENT POLICY

PURPOSE

The Sonoma Valley Fire District Board of Directors (“the Board”), through the exercise of its powers pursuant to California Health & Safety Code sections 13861(b), 13898 and 53600-53686, has established a fund of miscellaneous revenue and excess funds (“the Fund”), which is intended to ensure ongoing operations, preserve working capital and provide for contingencies of the Sonoma Valley Fire District (“the District”). Under the Board’s guidance, and in accordance with the California Government Code, the following sets forth the District’s investment policy. It is intended that this policy cover all funds and investment activities under the direct authority of the District.

POLICY

1. **Standards of Care**

The Board is the Trustee of the Fund and, therefore, the Directors are fiduciaries subject to the prudent investor standard and Government Code Section 53600.3. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing the Fund, the Board shall act with the care, skill, prudence and diligence to meet the aims of the investment objectives listed in this Policy.

2. **Investment Objectives**

The Fund shall be prudently invested in order to earn a reasonable return. The specific objectives for the Fund are ranked in order of importance:

- a) **Safety of capital** – The preservation of capital is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether from institution default, broker-dealer default or erosion of market value of securities.
- b) **Liquidity** – As a second objective, the fund should remain sufficiently flexible to ensure the District meets all operating requirements which may be reasonably anticipated. It is important that an investment contain the feature of being easily sold at any time with a minimal risk of loss of some portion of principal or interest.
- c) **Maximum Rate of Return** – As the third objective, the fund should be designed to attain a market-average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein. The market-average rate of return is defined as the average return on two-year U.S, Treasury Notes.

3. Prudence

The standard to be used by investment officials shall be that of a “prudent investor rule” and shall be applied in the context of managing all aspects of the overall portfolio. Investments shall be made with judgment and care, under circumstances when prevailing, which persons of prudence, direction and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

It is the District’s full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time. It is further recognized, that in a well-diversified investment portfolio, occasional measured losses are inevitable due to economic, bond market or individual security credit analysis. These occasional losses must be considered within the context of the overall investment program objectives and the resultant long-term rate of return.

The District Treasurer and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

4. Authorized Persons

Generally, the District’s Treasurer shall have day-to day investment responsibility for the Fund; however, the Board may, by resolution, delegate day-to day investment responsibility for the Fund to a committee within the Board of Directors or a third party. Regardless of who holds day-to-day investment responsibility, all investment decisions shall be made with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person acting as a trustee in a like capacity and with like familiarity would use in the conduct of funds of a like character, and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

5. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally, the District Treasurer is required to annually file applicable disclosures as required by the Fair Political Practices Commission (FPPC).

6. Authorized Investments

Authorized investments shall match the general categories established by the California Government Code sections 53601, et. seq. and 53635, et. seq., as applicable. In accordance with Government Code sections 53684 and 16429.1, authorized investments shall also include the Sonoma County Pooled Investment Fund and the Local Agency Investment Fund (LAIF), subject to the respective rules and regulations of each. No investment shall be made in any security with a maturity greater than five years, unless the Board has granted express authority to make that investment. As the California Government Code is amended, this policy shall likewise become amended without necessity of specific Board action.

7. Prohibited Investments

No investments shall be authorized that have the possibility of returning a zero or negative yield if held to maturity. These shall include inverse floaters, range notes, and interest only strips derived from a pool of mortgages.

8. Review, Monitoring and Reporting of the Portfolio

Quarterly, the District's Treasurer will provide to the Board of Directors a report on the Fund. The report will list the type of investments, name of issuer, maturity date, par amount and dollar amount of each investment. For any pooled investments (such as the Sonoma County Pooled Investment Fund or the Local Agency Investment Fund) the report will list average maturity, the market value and the pricing source.

Moreover, any committee or third party to whom day-to-day investment responsibility has been delegated shall provide to the Treasurer a quarterly report detailing current Fund holdings, market value, annualized return, net total return, quarterly realized gain and income from all invested assets, and other information that is customarily included on an investment report. The report must also contain a statement that those funds are invested in compliance with this Investment Policy.

9. Disaster Recovery Plan

In the event that a disaster precludes normal business operations, the District Treasurer and any committee or third party to whom day-to-day investment responsibility has been delegated, shall interact with one another by home phone, cell phone or e-mail to decide on an alternative location or method for conducting the Fund's business.

10. Board Review & Approval

This Investment Policy is intended for use as a guideline to assist the Board of Directors, the Treasurer and any committee or third party to whom day-to-day investment responsibility has been delegated. It should not be considered a legal document or contractual obligation. It is viewed as a flexible document whose purpose is to assist all parties in the management of the Fund. This Investment Policy may be modified by resolution of the District's Board of Directors.



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 January 12, 2021

Agenda Item No.	Staff Contact
10b	Jennifer Jason, Finance Officer

Agenda Item Title

Action item to approve the “Non-Incorporated Association Resolution” for Hilltop Securities. (Old Glen Ellen reserve funds)

Recommended Actions

Approve and sign the “Non-Incorporated Association Resolution”

Executive Summary

As a part of the District re-organization all of Glen Ellen’s reserve funds held with Hilltop Securities were frozen. Now that we have confirmation from the IRS confirming our name change and Federal EIN we are able to submit paperwork to Hilltop Securities to place these funds into Sonoma Valley Fire District’s possession and “unfreeze” these funds so that they may be accessible to the District. Chief Akre would act as the fiduciary on the account.

Let it be noted that the minutes must reflect the following verbiage for completeness of documentation that is to be submitted to Hilltop Securities:

“Resolved that the President, Vice President and the Treasurer of this Non-Incorporated Association, or any one of such officers, he/she and they hereby are fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over and deliver any and all shares of stock, options, bonds, debentures, notes, evidences of indebtedness or other securities (including short sales) now or hereafter standing in the name of or owned by this Non-Incorporated Association, to purchase stocks, bonds, debentures, notes, evidences of indebtedness and other securities (on margin or otherwise), and to make, execute, and deliver, any and all written instruments necessary or proper to effectuate the authority hereby conferred.”

Alternative Actions

Deny the “Non-Incorporated Association Resolution”

Fiscal Summary – FY 20/21

Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)

Not Required

Attachments

1. Non-Incorporated Association Resolution
2. Account Application

Non-Incorporated Association Resolution

1. Resolution.

I, _____, in my official capacity hereby certify that I am an officer, namely _____, of _____, a Non-Incorporated Association duly organized and existing under the laws of the State of _____, and that the following resolution was duly and regularly adopted by the Board of Directors of said Non-Incorporated Association at a meeting held the _____ day of _____, 20____, at which a quorum was present and voting and that the same has not been repealed or amended, and that such resolution is still in full force and effect, and appears as follows in the minutes of the meeting:

"Resolved that the President, Vice President and the Treasurer of this Non-Incorporated Association, or any one of such officers, he/she and they hereby are fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over and deliver any and all shares of stock, options, bonds, debentures, notes, evidences of indebtedness or other securities (including short sales) now or hereafter standing in the name of or owned by this Non-Incorporated Association, to purchase stocks, bonds, debentures, notes, evidences of indebtedness and other securities (on margin or otherwise), and to make, execute, and deliver, any and all written instruments necessary or proper to effectuate the authority hereby conferred."

I/We further certify that the authority thereby conferred is consistent with the charter and/or by-laws of this Non-Incorporated Association and that the following is a true and correct list of the officers of this Non-Incorporated Association as of the present date and record of the officers' signatures:

2. Names and Signatures.

Each officer must print and sign their name as well as date their signature.

_____	X	_____	_____
President's Printed Name		President's Signature	Date
_____	X	_____	_____
Vice President's Printed Name		Vice President's Signature	Date
_____	X	_____	_____
Treasurer's Printed Name		Treasurer's Signature	Date

3. Certification.

In witness whereof, I have hereunto set my hand and the Seal of said Non-Incorporated Association this _____ day of _____, 20____.

_____	X	_____
Secretary's Printed Name		Secretary's Signature

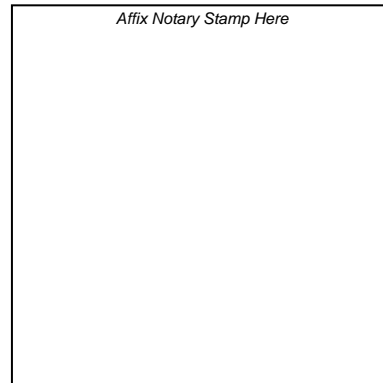
4. Notary Public's Information.

Before me this day personally appeared _____, known to be the person whose signature appears above, who states that the above statement is true and correct.

Sworn before me in the County of _____ in the State of _____ on this the _____ day of _____, 20____.

X _____
 Notary Public's Signature

Commission Expires: _____



New Account Application

1. Account Type

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Joint Tenants with Rights of Survivorship (Except LA Residents) | <input type="checkbox"/> C Corporation ¹ | <input type="checkbox"/> Partnership ¹ |
| <input type="checkbox"/> Custodial (UTMA/UGMA) | <input type="checkbox"/> Joint Tenants in Common (50/50, unless otherwise noted ____% / ____%) | <input type="checkbox"/> S Corporation ¹ | <input type="checkbox"/> Trust ¹ |
| <input type="checkbox"/> Investment Club ¹ | <input type="checkbox"/> Community Property (Residents of AZ, CA, ID, LA, NV, NM, TX & WA ONLY) | <input type="checkbox"/> Sole Proprietorship ¹ | <input type="checkbox"/> Estate ¹ |
| <input type="checkbox"/> Non-Profit ¹ | <input type="checkbox"/> Non-Corporate ¹ | <input type="checkbox"/> Pension/PSP ¹ | <input type="checkbox"/> Bank ¹ |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Joint Tenants by Entirety | <input type="checkbox"/> Conservatorship | <input type="checkbox"/> Guardianship |
| <input type="checkbox"/> Limited Liability Company ¹ (Enter the LLC tax classification: C = C Corporation, S = S Corporation, P = Partnership: _____) | | | |

¹Please attach a copy of the documentation which establishes individual trading authority on behalf of the account entity. Also, a New Account Application Addendum(s) must be completed, if there are (1) more than two account applicants, (2) additional persons with trading authority, or (3) for foreign entities having additional beneficial owners with an interest of 10% or more. (Please check box if New Account Application Addendum(s) is needed and attached:)

2. Customer Information

Name of Primary Applicant/ Custodian (First, Middle, Last) <u>or</u> Business/ Trust/ Entity Name		Social Security #/ Tax ID #	Date of Birth (Month/Day/Year)	
Name of Co-Applicant/ Minor (First, Middle, Last) (If applicable)		Social Security #/ Tax ID #	Date of Birth (Month/Day/Year)	
Physical/ Home Address (P.O. Box is not acceptable)	City	State/ Province	Country	Zip
Mailing Address (P.O. Box is acceptable if physical address provided above)	City	State/ Province	Country	Zip
Home Phone Number	Cell Phone Number	Fax Number	Email Address	

3. Customer Identification

USA PATRIOT Act - Important Information About Opening A New Account

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means to you: When you open an account, we will require your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

For Individual Primary Applicant:

- Driver's License Passport/Visa Other _____
- Issuer: _____ **ID Number:** _____
- Date of Issuance (If applicable): _____ **Date of Expiration (If applicable):** _____

For Individual Co-Applicant (If applicable):

- Driver's License Passport/Visa Other _____
- Issuer: _____ ID Number: _____
- Date of Issuance (If applicable): _____ Date of Expiration (If applicable): _____

For Entity Applicant (Must include copy of organizational document **and** appropriate trading authorization, i.e. a Corporate Resolution):

- Certification of Trust by Trustee(s) Articles of Incorporation Partnership Agreement Other _____

4. Customer Profile

- Marital Status:** Single Married Divorced Widowed **Number of Dependents:** _____
- Citizenship Status:** U.S. Citizen Resident Alien Non-Resident Alien (If a Non-Resident Alien, you must provide a valid government-issued photo ID and a completed W-8BEN) **Country of Citizenship if Non-U.S. :** _____

Primary Applicant's Employment Information (Please specify if self-employed, unemployed, retired, homemaker, student or other):

Employer (If self-employed or retired, specify type of business.)	Occupation/Job Title	Business Telephone
Employer's Address	City	State/Province
		Country
		Zip

Co-Applicant's Employment Information (Please specify if self-employed, unemployed, retired, homemaker, student or other):

Employer (If self-employed or retired, specify type of business.)	Occupation/Job Title	Business Telephone
Employer's Address	City	State/Province
		Country
		Zip

Trusted Contact Person Information (optional)

By choosing to provide information about a trusted contact person, you authorize us to contact the trusted contact person listed below and disclose information about your account to that person in the following circumstances: to address possible financial exploitation, to confirm the specifics of your current contact information, health status, or the identity of any legal guardian, executor, trustee or holder of a power of attorney, or as otherwise permitted by FINRA Rule 2165 (Financial Exploitation of Specified Adults).

First Name	Middle Name	Last Name			
Home Address	Apt. /Suite No.	City	State/ Province	Country	Zip
Home Phone Number	Cell Phone Number	Work Number	Email Address		
Relationship to Primary Applicant/ Co-Applicant					

Customer Affiliations and Disclosures

Indicate the affiliation of yourself, your spouse, or any other immediate family members (i.e. parents, siblings, children or in-laws) with the following (Please include name and relationship as is applicable):		Self	Family Member
A. Employed by or associated with the securities industry or a financial regulatory agency? (If yes, please specify the entity name and address to which duplicate account mailings should be sent, as well as including a letter from employer approving this account.):	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
B. An officer, director or 10% (or more) shareholder in a publicly-owned company? (If yes, please specify company name and trading symbol.):	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
C. A senior military, governmental or political official in either the U.S. or a foreign jurisdiction? (If yes, identify the name of the official, office held, and country.):	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Have you granted account trading authorization to another party? (If yes, please specify the agent name and provide a copy of the written agreement conferring trading and account authority.) Yes No _____

For entities, indicate whether the applicant is a shell company (As defined in Rule 12b-2 of the Securities Exchange Act of 1934). Yes No

Financial Institution References

Reference 1: _____ Reference 2: _____ Reference 3: _____

Customer Investment Objectives and Risk Tolerance

Select the categories that best describe your investment objectives (and if joint that of any co-applicants) and the risk that you are willing to assume in this account. Different investment products and strategies involve different degrees of risk. The greater the expected returns of a product or strategy, the greater the risk that you could lose some or all of your investment. Investments should be chosen based on your objectives, timeframe, and tolerance for market fluctuations. (Note that a secondary investment objective is not required).

Select One Primary Investment Objective with Your Associated Risk Tolerance (Check one box only)				Select One Secondary Investment Objective with Your Associated Risk Tolerance (Check one box only)			
Capital Preservation	<input type="checkbox"/> Low	You may not choose a secondary investment objective if you select Capital Preservation.					
Income	<input type="checkbox"/> Low	<input type="checkbox"/> Moderate	<input type="checkbox"/> High	Income	<input type="checkbox"/> Low	<input type="checkbox"/> Moderate	<input type="checkbox"/> High
Growth		<input type="checkbox"/> Moderate	<input type="checkbox"/> High	Growth		<input type="checkbox"/> Moderate	<input type="checkbox"/> High
Speculation			<input type="checkbox"/> High	Speculation			<input type="checkbox"/> High

Investment Objective Descriptions

- Capital Preservation:** The object of capital preservation is to protect your initial investment by choosing investments that minimize the potential of a loss of principal. The long-term risk of this strategy is that returns may not offset inflation.
- Income:** The primary objective of the income strategy is to provide current income rather than the long-term growth of principal.
- Growth:** The objective of the growth strategy is to increase the value of your investment over time while recognizing a high likelihood of volatility.
- Speculation:** A speculative objective assumes a higher risk of loss in anticipation of potentially higher-than-average gains by taking advantage of expected price changes. You recognize and are able to bear the full risk of the loss of some or all principal in such investments.

Risk Tolerance Descriptions

- Low (Conservative):** I want to preserve my initial principal in this account, with minimal risk, even if that means this account does not generate significant income or returns and may not keep pace with inflation.
- Moderate:** I am willing to accept some risk to my initial principal and tolerate some volatility to seek higher returns, and understand I could lose a portion of the money invested.
- High (Aggressive):** I am willing to accept high risk to my initial principal, including high volatility, to seek higher returns over time, and understand I could lose all or a substantial amount of the money invested.

Customer Financial Information

Financial Information - Primary Applicant *(Combine Information for Joint Accounts)*

The more we know about you and your goals for this account, the better we can serve you. Please answer the following questions about your investment experience and financial situation to help us determine which investment products and strategies are suitable for you.

Investment Experience <i>(Include Years of Experience)</i>	Annual Income ¹ <i>(From all Sources)</i>	Net Worth ² <i>(Exclusive of Residence)</i>	Liquid Net Worth ³ <i>(Cash, Securities, etc.)</i>	Federal Tax Rate
<input type="checkbox"/> Stocks _____ <input type="checkbox"/> Bonds _____ <input type="checkbox"/> Options _____ <input type="checkbox"/> Commodities _____ <input type="checkbox"/> Futures _____ <input type="checkbox"/> Mutual Funds _____ <input type="checkbox"/> Other <i>(List)</i> _____	<input type="checkbox"/> Under \$25,000 <input type="checkbox"/> \$25,000-\$49,999 <input type="checkbox"/> \$50,000-\$99,999 <input type="checkbox"/> \$100,000-\$249,999 <input type="checkbox"/> \$250,000-\$499,999 <input type="checkbox"/> \$500,000-\$999,999 <input type="checkbox"/> \$1,000,000-\$3,000,000 <input type="checkbox"/> Over \$3,000,000	<input type="checkbox"/> Under \$50,000 <input type="checkbox"/> \$50,000-\$99,999 <input type="checkbox"/> \$100,000-\$249,999 <input type="checkbox"/> \$250,000-\$499,999 <input type="checkbox"/> \$500,000-\$999,999 <input type="checkbox"/> \$1,000,000-\$3,000,000 <input type="checkbox"/> Over \$3,000,000	<input type="checkbox"/> Under \$50,000 <input type="checkbox"/> \$50,000-\$99,999 <input type="checkbox"/> \$100,000-\$249,999 <input type="checkbox"/> \$250,000-\$499,999 <input type="checkbox"/> \$500,000-\$999,999 <input type="checkbox"/> \$1,000,000-\$3,000,000 <input type="checkbox"/> Over \$3,000,000	<input type="checkbox"/> 10% <input type="checkbox"/> 12% <input type="checkbox"/> 22% <input type="checkbox"/> 24% <input type="checkbox"/> 32% <input type="checkbox"/> 35% <input type="checkbox"/> 37%

Additional Customer Information *(Combine Information for Joint Accounts)*

Annual Expenses ⁴ <i>(Recurring)</i>	Special Expenses ⁵ <i>(Future/ Non-Recurring)</i>	Description of Terms
<input type="checkbox"/> \$50,000 and under <input type="checkbox"/> \$50,001-100,000 <input type="checkbox"/> \$100,001-250,000 <input type="checkbox"/> \$250,001-500,000 <input type="checkbox"/> Over \$500,000	<input type="checkbox"/> \$50,000 and under <input type="checkbox"/> \$50,001-100,000 <input type="checkbox"/> \$100,001-250,000 <input type="checkbox"/> Over \$250,000	<p>1 Annual income includes income from sources such as employment, alimony, social security, investment income, etc.</p> <p>2 Net worth is the value of your assets minus your liabilities. For purposes of this application, assets include stocks, bonds, mutual funds, other securities, bank accounts, and other personal property. Do not include your primary residence among your assets. For liabilities, include any outstanding loans, credit card balances, taxes, etc. Do not include your mortgage.</p> <p>3 Liquid net worth is your net worth minus assets that cannot be converted quickly and easily into cash, such as real estate, business equity, personal property and automobiles, expected inheritances, assets earmarked for other purposes, and investments or accounts subject to substantial penalties if they were sold or if assets were withdrawn from them.</p> <p>4 Annual expenses might include mortgage payments, rent, long-term debts, utilities, alimony or child support payments, etc.</p> <p>5 Special expenses might include a home purchase, remodeling a home, a car purchase, education, medical expenses, etc.</p>
The investments in this account will be: <i>(Check one)</i>	Timeframe for Special Expenses	
<input type="checkbox"/> Less than 1/3 of my financial portfolio <input type="checkbox"/> Roughly 1/3 to 2/3 of my financial portfolio <input type="checkbox"/> More than 2/3 of my financial portfolio	Special Expense: _____ <input type="checkbox"/> Within 2 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 6-10 years <input type="checkbox"/> 11 years or more	

Investment Time Horizon - When is the earliest that you expect to need funds from this account?

- Under 3 years
 3-5 years
 6-10 years
 11-20 years
 Over 20 years
 Unknown

I plan to use this account for the following <i>(Check all that apply)</i>	What is your source of funds for this account <i>(Check all that apply)</i>
<input type="checkbox"/> Generate income for current or future expenses <input type="checkbox"/> Partially fund my retirement <input type="checkbox"/> Wholly fund my retirement <input type="checkbox"/> Steadily accumulate wealth over the long term <input type="checkbox"/> Preserve wealth and pass it on to my heirs <input type="checkbox"/> Pay for educational expenses <input type="checkbox"/> Market speculation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Income from Earnings <input type="checkbox"/> Investments/ Transfer from Brokerage Account <input type="checkbox"/> Gift <input type="checkbox"/> Sale of Business or Real Estate <input type="checkbox"/> Inheritance <input type="checkbox"/> Pension/ IRA/ Retirement Savings <input type="checkbox"/> Spouse/ Parent/ Relative <input type="checkbox"/> Legal/ Insurance Settlement <input type="checkbox"/> Lottery/Gaming <input type="checkbox"/> Other: _____

Other Investment Information *(Optional)* - Please consider providing us with additional information about your other investments to help us more fully understand your financial situation and the types of investments or strategies that may be appropriate for your total investment portfolio. *(Use additional pages if needed)*

Investment Type/Description	Firm Holding Your Investment	Amount of Investment
		\$
		\$
		\$

5. Account Funding

- Enclosed is a check in the amount of \$ _____. (Make check payable to Hilltop Securities Inc.)
- Enclosed is/are security certificate(s). (Please endorse all certificates on the back exactly as they are registered on the front.)
- Enclosed is an ACAT Form and a copy of my most recent statement to transfer ALL or PART of my account from _____.
- Funded by wire transfer in the amount of \$ _____. Other _____.

6. Sweep Instructions for Entities Only. (Accounts owned by an entity, for example, Corporation, LLC, Non-profit organization, Partnership, Corporate Trustee)

The following are the only sweep instructions available for accounts owned by an entity:

- Sweep to Bank Insured Deposit (FDIC Insured Deposit Account)
- Sweep to Dreyfus General Government Fund
- Sweep to Federated Govt Obligations CS Fund
- Credit Interest, Sweep Declined

7. Sweep Account Instructions (For All Other Types of Accounts)

- Sweep to Bank Insured Deposit (FDIC Insured Deposit Account)
- Sweep to Dreyfus General Money Market Fund
- Sweep to Dreyfus General Muni Fund
- Sweep to Dreyfus General Government Fund
- Sweep to Dreyfus General Treasury Prime Fund
- Credit Interest, Sweep Declined
- Sweep to Federated California Muni Fund
- Sweep to Federated New York Muni Fund
- Sweep to Federated Govt Obligations CS Fund
- Sweep to Federated Muni Obligations CS Fund
- Sweep to Federated Prime Obligations CS Fund

Optional Payout Instructions available to section 6 and 7:

Dividend/Interest Instructions (If you choose to make a selection, you may select only ONE):

- Send Dividends and Interest via Check, Hold principal in Account
- Send ACH (**For Dividends Only**)

Money Instructions (If you choose to make a selection, only ONE option is available):

- Send Sales proceeds via Check

If you choose the "Credit Interest, Sweep Declined" option, fail to make a selection, or if your account is ineligible to sweep, you authorize HTS to retain the excess cash balance in an interest-bearing SIPC insured credit investment pending (CIP) account held at HTS. HTS may change the products available under the sweep program, however you will receive 30 days notice before certain specified changes are made. For complete sweep account disclosures please see the Customer Information Brochure. Refer to the money market fund prospectus for more complete information, including terms, management fees, prevailing rates and expenses. I acknowledge and understand that if I elect or otherwise have excess cash balances swept to the Bank Insured Deposit, that I will review and obtain the Bank Insured Deposit Terms and Conditions, at: <http://www.hilltopsecurities.com/hilltop-securities-inc-disclosures/sweep-account-disclosure/>. If I do not have access to the internet or am otherwise unable to access this document, I may request a printed copy and then it will be mailed to me. My selections under this section and my signature at the end of this application constitute my affirmative written consent regarding my sweep account participation

8. Account Agreement and Special Instructions (Please read and sign)

You hereby request that your Financial Professional maintain a brokerage account in the name(s) listed on this application. You acknowledge that you have received, read and understood the Hilltop Securities Inc. (HTS/Firm) Cash Account Agreement (Agreement) section of the Customer Information Brochure and that you agree to be bound by the terms and conditions of the Agreement that apply to your brokerage account, as is currently in effect and as may be amended from time to time, and that you will contact your Financial Professional regarding any questions that may relate to your account in a timely manner.

By signing this Application below, you authorize HTS to invest or transfer on an ongoing basis any excess cash balances to another account or institution as per the sweep account option you have selected or, alternatively, to retain any excess cash balances in CIP, except for IRAs or qualified retirement plans, should you either decline a sweep account option, make no sweep selection, or have an ineligible account. You also acknowledge that you have read, understand, and agree to be bound by all terms as contained in the Customer Information Brochure relating to sweep accounts. You agree to notify your Financial Professional in writing should you wish to change your sweep account selection, decline participation in a sweep account option, or elect to participate in a sweep account. You also authorize HTS to transfer your interest in the selected sweep option to another product in the sweep program upon 30 days written notice.

By signing this Application, you confirm your intention to reinvest cash credit balances held by HTS in your name, and you further confirm that this cash credit balance is being maintained in your account solely for the purpose of reinvestment. You acknowledge your understanding that cash balances of up to \$250,000 are protected by the Securities Investor Protection Corporation (SIPC), but that SIPC coverage is not available for funds maintained solely for the purpose of earning interest.

Under rule 14b-1(c) of the Securities Exchange Act, a broker is required to disclose to an issuer the name, address, and securities positions of our customers who are beneficial owners of that issuer's securities unless the customer objects. If you object to the disclosure of such information, please check this box:

- Yes, I object to the disclosure of such information.

We are required to report your cost basis, short term and long term capital gain/loss information to the Internal Revenue Service (IRS) after the sale of your securities (for transition of specific securities, see your Customer Information Brochure). Hilltop Securities Inc. will use the First In First Out (FIFO) cost basis default accounting method on all lots sold unless you notify us to use an alternate cost basis accounting method, pursuant to instructions in your Customer Information Brochure. Please note that if you wish a specific tax lot to be sold, you will need to notify your Financial Professional in writing on or before the settlement date of the trade as to which lot you wish sold. (Please refer to your Customer Information Brochure for additional details. For further reference the Internal Revenue Service Cost Basis Regulations can be found on the IRS website at <http://www.irs.gov>.) Please see below selections to change from Hilltop Securities Inc. default bond reporting options.

- Market Discount Election- Hilltop Securities Inc. defers the recognition of Market Discount. Please select this box if you want to Recognize Market Discount as it accrues. If you made an election under section 1278(b) to include market discount in income as it accrues, you must notify Hilltop Securities Inc. of this election in writing in accordance with Regulations section 1.6045-1(n)(5). (Please refer to the IRS Publication 550).
- Market Discount Calculation Election- Hilltop Securities Inc. uses the Constant Yield calculation method for accreting Market Discount. Please select this box if you choose the Straight Line (Ratable) Calculation method. (Please refer to the IRS Publication 550).
- Bond Premium- Hilltop Securities Inc. amortizes taxable Bond Premium. Please select this box if you do not want to amortize taxable Bond Premium. (Please refer to the IRS Publication 550).

Tax Withholding Certifications

Please check all boxes that apply, and sign and date in Section 9:

Primary Applicant	Co-Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	U.S. Person: Under penalties of perjury, I certify that: (1) the number shown on this form is my correct taxpayer identification number; (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding; or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends; or (c) the IRS has notified me that I am no longer subject to backup withholding; (3) I am a U.S. person (including a U.S. resident alien); and (4) the Foreign Account Tax Compliance Act (FATCA) code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
<input type="checkbox"/>	<input type="checkbox"/>	Certification Instructions: You must check this box if you cannot certify to item (2) above, meaning that you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.
<input type="checkbox"/>	<input type="checkbox"/>	Non-Resident Alien: I certify that I am not a U.S. citizen, U.S. resident alien, or other U.S. person for U.S. tax purposes, and I am submitting the applicable Form W-8BEN with this form to certify my foreign status and, if applicable, claim tax treaty benefits.
<input type="checkbox"/>	<input type="checkbox"/>	United States Financial Institution (USFI): By selecting this box you indicate that you are an USFI. You certify that you are exempt from backup withholding and certify that you are FATCA exempt. You also certify that the exempt payee code provided below is correct. Please note that exempt payee code is required. Please see http://www.irs.gov/pub/irs-pdf/fw9.pdf for information on exempt payee codes. _____ Exempt payee code

By signing and dating this form, all applicants authorize the disclosure of their names, security position(s) and contact information, for purposes of receiving official communications concerning municipal securities, if relevant, to (a) an issuer of municipal securities; (b) a trustee for an issue of municipal securities in its capacity as trustee; (c) a state or federal tax authority; or (d) a custody agent for a stripped coupon municipal securities program in its capacity as custody agent. (For additional information, please see MSRB Rules G-8(a)(xi) and G-15(g)(iii)(A).

For Joint Tenants with Rights of Survivorship (JTWROS) accounts, on the death of one party to a joint account, all sums in the account on the date of the death vest in and belong to the surviving party as his or her separate property and estate.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup and FATCA withholding. For IRS Form W-9 instructions please use the following link: <http://www.irs.gov/pub/irs-pdf/iw9.pdf>.

In consideration of HTS accepting an account for me/us, I/We ("I") acknowledge that I have read, understand and agree to be bound by the Account Agreement terms as contained in the Customer Information Brochure, that I acknowledge receiving the Form CRS and the Brokerage Services Disclosure Brochure. **I further acknowledge that I have read and understand the pre-dispute arbitration clause contained in the Account Agreement section of the Customer Information Brochure and agree to resolve any disputes arising out of my account by arbitration.** I certify that the foregoing client information is accurate and I am aware that the information is relied upon by the financial professional in servicing my account, and as such, I agree to notify the Firm in writing of any material changes, including those to the holder's financial situation or investment objectives.

9. Customer Signatures

X _____
Primary Applicant's Signature
Date

X _____
Co-Applicant's Signature
Date

Primary Applicant's Printed Name

Co-Applicant's Printed Name



Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 January 12, 2021

Agenda Item No.	Staff Contact
10c	Steve Akre, Fire Chief

Agenda Item Title
 Approval authorizing the Fire Chief to execute an agreement with the Sonoma Valley Groundwater Sustainability Agency to allow the installation of a groundwater monitoring well on the District’s Felder Rd property.

Recommended Actions
 Authorize Fire Chief to execute agreement

Executive Summary
 The Sonoma Valley Groundwater Sustainability Agency (the GSA) is a coalition of local agencies including Sonoma County Water Agency, the City of Sonoma, the County of Sonoma, Valley of the Moon Water District, Sonoma Resource Conservation District, and North Bay Water District formed in 2017 to manage the Sonoma Valley Groundwater Subbasin, as required by California’s Sustainable Groundwater Management Act passed in 2014. The GSA was recently awarded a grant from the California Department of Water Resources to install four multi-depth groundwater monitoring wells in Sonoma Valley to improve our understanding of the groundwater basin. In searching for parcels owned by public agencies that line up with data gap areas, the small undeveloped parcel owned by Sonoma Valley Fire District at Arnold Dr and Felder Rd (see attached map) was identified as an ideal location for one of these monitoring wells.

Alternative Actions
 Decline to authorize agreement or request additional information.

Fiscal Summary – FY 20/21			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)
 No fiscal impacts to the Sonoma Valley Fire District.

- Attachments**
1. Sonoma Valley Groundwater Sustainability Agency (the GSA) Project Overview
 2. Parcel Map of Felder Rd. Property

November 30, 2020

Project Overview

Proposed Groundwater Monitoring Well on Sonoma Valley Fire District parcel on Arnold Dr and Felder Rd, Sonoma

Sonoma Valley Groundwater Sustainability Agency

The Sonoma Valley Groundwater Sustainability Agency (the GSA) is a coalition of local agencies including Sonoma County Water Agency, the City of Sonoma, the County of Sonoma, Valley of the Moon Water District, Sonoma Resource Conservation District, and North Bay Water District formed in 2017 to manage the Sonoma Valley Groundwater Subbasin, as required by California's Sustainable Groundwater Management Act passed in 2014. The GSA was recently awarded a grant from the California Department of Water Resources to install four multi-depth groundwater monitoring wells in Sonoma Valley to improve our understanding of the groundwater basin. In searching for parcels owned by public agencies that line up with data gap areas, the small undeveloped parcel owned by SVFD at Arnold Dr and Felder Rd (see attached map) was identified as an ideal location for one of these monitoring wells. Key pieces of information about the proposed monitoring well are listed below:

- A single borehole (approximately 16 inches in diameter) would be drilled to a depth of approximately 500 feet using Mud-Rotary Drilling Technology. The drilling would take approximately one week to complete and is expected to take place in summer 2021. Utility surveys would be completed prior to drilling to ensure there are no underground utility conflicts.
- The well would consist of two to four 2.5-inch diameter PVC casings extending to various depths within the single borehole. The final feature at the ground surface would be an approximately 2-ft x 2-ft flush-mount steel vault (traffic-rated). Every effort would be made to install the well near the southern tip of the property, out of the way of Fire District operations.
- The GSA would be responsible for monitoring and maintaining the well. If monitoring is ever discontinued at the well, the GSA would be responsible for properly destroying the well and restoring site conditions.
- The monitoring well would be equipped with pressure transducers that collect continuous water-level measurements. GSA staff would visit the site approximately 4 times per year to download data and collect manual measurements from the well.
- The GSA is in the process of developing an easement template for this project. If the Fire District is willing to move forward with this project, the GSA will provide the easement document for the Fire District to review within the next couple of months.



**Proposed Multi-Level Groundwater
Monitoring Well Location
SVFRA Parcel at Arnold Dr and Felder Rd
APN: 128-301-029**

DRAFT

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Sources: Esri, DigitalGlobe, GeoEye, Earthstar Geographics,
USDA, USGS, AeroGRID, IGN, and the GIS User Community





Sonoma Valley Fire District
Board of Directors Meeting
 Agenda Item Summary
 January 12, 2020

Agenda Item No.	Staff Contact
10d	Steve Akre, Fire Chief

Agenda Item Title
 Draft Resolution 2020/2021-14: draft side letter of agreement between the Sonoma Valley Fire District and the Sonoma Valley Professional Firefighters’ Association, Local 3593

Recommended Actions
 Approve side letter

Executive Summary
 Two designated Board members met a representative of the Sonoma Valley Professional Firefighters’ Association, Local 3593. The resulting side letter is being presented to the Board for approval.
 Approval of the side letter extends the term of this agreement to June 30, 2021 and has the effect of extending Appendix ‘A’, which relates to wage information.

Alternative Actions
 Reject side letter or request additional information or changes before approval

Strategic Plan Alignment
 Not applicable

Fiscal Summary – FY 20/21			
Expenditures		Funding Source(s)	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req’d.	\$	Fees/Other	\$
		Use of Fund Balance	\$
		Contingencies	\$
		Grants	\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (if required)

- Attachments**
1. Draft Side Letter of Agreement for the Sonoma Valley Professional Firefighters’ Association, Local 3593
 2. Draft revised Appendix ‘A’ for MOU
 3. Draft Resolution 2020/2021-14

SIDE LETTER OF AGREEMENT
BETWEEN THE SONOMA VALLEY FIRE DISTRICT
AND
SONOMA VALLEY PROFESSIONAL FIREFIGHTERS ASSOCIATION
IAFF LOCAL 3593

Sonoma Valley Fire District (“District”) and the Sonoma Valley Professional Firefighters Association (“Association”) have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act concerning their current Memorandum of Understanding (“MOU”) with the term of July 1, 2018 to October 31, 2020. The District and the Association have mutually agreed to extend the expiration date of their current MOU from October 31, 2020 to June 30, 2021. The District and the Association therefore amend their current MOU pursuant to their authority to do so expressed in Article 4(3) of the current MOU as follows:

ARTICLE 38 TERM

The term of this Memorandum of Understanding shall be July 1, 2018 through June 30, 2021.

The extension of the expiration date in the current MOU also has the effect of extending the terms of the incorporated Appendix ‘A’ to the current MOU from an end date of October 31, 2020 to June 30, 2021.

Sonoma Valley Fire District

Sonoma Professional Firefighters’
Association IAFF Local 3593

William Norton, President

Dustin Garcia, President

Date: _____

Date: _____

APPENDIX 'A'

SALARY PLAN

January 1, 2018 through October 31, 2020

EXTENDED

June 30, 2021

All classifications reflect salary increase or modification as follows:

Fire Mechanic

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	6,065	6,247	6,435	6,628	6,824
	Hourly:	34.99	36.04	37.13	38.24	39.37
<i>July 1, 2019</i>	Monthly:	6,186	6,372	6,564	6,761	6,960
	Hourly:	35.69	36.76	37.87	39.01	40.15

Firefighter

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	6,065	6,247	6,435	6,628	6,824
	Hourly:	24.92	25.67	26.45	27.24	28.04
Medic	Monthly:	6,368	6,559	6,757	6,959	7,145
	Hourly:	26.17	26.95	27.77	28.60	29.36
<i>July 1, 2019</i>	Monthly:	6,186	6,372	6,564	6,761	6,960
	Hourly:	25.42	26.19	26.98	27.78	28.60
Medic	Monthly:	6,495	6,690	6,892	7,098	7,288
	Hourly:	26.69	27.49	28.32	29.17	29.95

Engineer

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	7,032	7,243	7,460	7,683	7,914
	Hourly:	28.90	29.77	30.66	31.57	32.52
Medic	Monthly:	7,384	7,605	7,833	8,067	8,310
	Hourly:	30.35	31.25	32.19	33.15	34.15
<i>July 1, 2019</i>	Monthly:	7,173	7,388	7,609	7,837	8,072
	Hourly:	29.48	30.36	31.27	32.21	33.17
Medic	Monthly:	7,532	7,757	7,990	8,228	8,476
	Hourly:	30.95	31.88	32.84	33.81	34.83

Captain

		Step A	Step B	Step C	Step D	Step E
<i>Dec. 31, 2018</i>	Monthly:	8,152	8,396	8,649	8,907	9,175
	Hourly:	33.50	34.50	35.54	36.60	37.71
Medic	Monthly:	8,560	8,816	9,081	9,352	9,634
	Hourly:	35.18	36.23	37.32	38.43	39.59
<i>July 1, 2019</i>	Monthly:	8,315	8,564	8,822	9,085	9,359
	Hourly:	34.17	35.19	36.25	37.34	38.46
Medic	Monthly:	8,731	8,992	9,263	9,539	9,827
	Hourly:	35.88	36.95	38.07	39.20	40.38

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT, SONOMA COUNTY, STATE OF CALIFORNIA, APPROVING A SIDE LETTERS OF AGREEMENT BETWEEN THE SONOMA VALLEY FIRE DISTRICT AND THE SONOMA VALLEY PROFESSIONAL FIREFIGHTERS' ASSOCIATION, IAFF LOCAL 3593

WHEREAS, the Board of Directors of the Sonoma Valley Fire District, by approval of Resolution 2020/2021-14, dated January 12, 2021, amended the salary and benefit schedule of employees covered by the Memorandum of Understanding (MOU) effective July 1, 2018 through October 31, 2020; and

WHEREAS, representatives of the Sonoma Valley Professional Firefighters' Association, IAFF Local 3593, have met and conferred with the District; and

WHEREAS, a Side Letter of Agreement has been created to adjust Article 38 in the MOU; and

WHEREAS, approval of Resolution 2020/2021-14 extends the term of the MOU to June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors approves the Side Letter of Agreement for the MOU.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the Board of Directors of the Sonoma Valley Fire District this 12th day of January, 2021, on regular roll call vote of the members of said Board:

President Norton	Aye_____	No_____	Absent_____
Vice President Atkinson	Aye_____	No_____	Absent_____
Treasurer Johnson	Aye_____	No_____	Absent_____
Director Brady	Aye_____	No_____	Absent_____
Director Brunton	Aye_____	No_____	Absent_____
Director Emery	Aye_____	No_____	Absent_____
Director Leen	Aye_____	No_____	Absent_____
Vote:	Aye_____	No_____	Absent_____

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED:

ATTEST:

William Norton, President

Maci Jerry, Clerk