

Los Altos Hills County Fire District
Agenda
12355 El Monte Road, Los Altos Hills (Foothill College Campus)

Special Meeting of July 25, 2017 7:00 p.m.

- 1) Roll Call.
- 2) Public Comment: Persons wishing to address the District on any subject, whether or not on the agenda, may do so now. Please note, however, the District is not able to undertake extended discussion or action tonight on items not on the agenda. Items may be referred to staff for appropriate action, which may include placement on the next available agenda. Please note that, while the District Board will hear comments upon items which are on the agenda at this time, the District will not act on any such item until the item is under consideration by the District. District policy is to limit public testimony to three minutes per speaker.
- 3) [Resolution of the Board of the Los Altos Hills County Fire District Adopting Weed Abatement Report and Ordering Cost of Abatement to be a Special Assessment on the Respective Properties.](#) Resolution 17-
- 4) CERT Report: a.) [Calendar of Events August, 2017](#)
- 5) Chief's Report: a.) [Monthly Report for June, 2017](#)
- 6) Consultant Report: a.) [Projects Update Dated July 1, 2017](#)
- 7) [Resolution of the Board of the Los Altos Hills County Fire District Declaring Brush Growing on Certain Described Properties To Be A Public Nuisance and Potential Fire Hazard and Setting Hearing for Objections to Proposed Removal](#) Resolution 17-
- 8) [Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Execution of Professional Services Agreement for Removal and Trimming of Trees in Areas 5 & 6 of the District.](#) Resolution 17-
- 9) [Resolution of the Los Altos Hills County Fire District Approving and Authorizing Execution of Agreement Between the Los Altos Hills County Fire District and Pakpour Consulting Group, Inc. for Consulting Services.](#) Resolution 17-
- 10) [Resolution of the Board of Commissioners of the Los Altos Hills County Fire District Authorizing Execution of Agreement with EKI Environment & Water Inc. for Professional Consulting Services Related to Management of Proposed Fire Flow Improvement Projects.](#) Resolution # 17-
- 11) [Resolution of the Los Altos Hills County Fire District Amending Resolution 15-6 and Committing Funds for Fiscal Year 2017-18.](#) Resolution 17-

12) Sub-Committee, Contract and Non-Board Committee Reports:

- a. [Strategic Plan](#)
- b. Website Update
- c. Water Supply Subcommittee Update
- d. [Tree Subcommittee Report: Proposal for Future Management of Tree Removal](#)
- e. Community Wildfire Protection Plan Sub-Committee Update
- f. Current Contracts

13) Consent Calendar: a.) Minutes of June 20, 2017
b.) [Period Report 12, June, 2017](#)

14) [Disbursements for July, 2017; June Disbursements Final.](#)

15) Board Member Reports : [Resident Letter Concerning CERT Coverage Area and Sphere of Influence](#)

16) Adjournment.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the secretary/clerk at (650) 948-2474. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II)

RESOLUTION NO. 17-

RESOLUTION OF THE BOARD OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT ADOPTING WEED ABATEMENT REPORT AND ORDERING COST OF ABATEMENT TO BE A SPECIAL ASSESSMENT ON THE RESPECTIVE PROPERTIES

WHEREAS, the Los Altos Hills County Fire District ("District"), pursuant to Resolution 94-4 adopted on December 13, 1994, declared weeds and brush a public nuisance and provided for their abatement, and

WHEREAS, the District, pursuant to Resolution 94-1 adopted the procedures of the California Health and Safety Code Section 14875 et.seq. regarding weed abatement; and

WHEREAS, Resolution 16-18 adopted on November 22, 2016, declared weeds or brush growing and/or rubbish on certain described properties to be a public nuisance and a noticed public hearing was held on January 17, 2017 to hear and consider objections; and

WHEREAS, the attached Fire Marshal's written report filed with the Clerk of the Board, contains a description of each parcel of real property where weeds were abated and shows the amount of the charge to be collected on the tax roll; and

WHEREAS, the Clerk set July 25, 2017 at 7:00 p.m. at the Fire Station, 12355 El Monte Avenue, Los Altos Hills, as the time and place when and where the Board would hear and consider all objections or protest, if any, to said report;

NOW, THEREFORE, the Board of the Los Altos Hills County Fire District does RESOLVE:

1. The Fire Marshal's report and assessment list, as shown on the Exhibit A attached hereto, is in all respects complete and correct and is hereby confirmed. The cost for abating weeds, as shown on Exhibit A, shall constitute special assessments against the respective parcels of land and shall be a lien on the property for the amount of the respective assessment.
2. All written and oral protests or objections against the assessments are hereby overruled.
3. The unpaid assessments, as shown on Exhibit A shall be collected at the same time and in the same manner as general County taxes are collected, and be further subject to the same interest penalties and the same procedure and sale in case of delinquency as provided for ordinary taxes. All laws and ordinances applicable to

the levy and collection and enforcement of County taxes and are hereby made applicable to this special assessment.

PASSED AND ADOPTED at a Special Meeting of the District Board on the 25 of July 2017 by the following vote:

YES: Commissioners:

NO: Commissioners:

ABSTAIN: Commissioners:

ABSENT: Commissioners:

PRESIDENT:

George K. Tyson

ATTEST:

Jeanne Evilsizer, Clerk



LOS ALTOS HILLS COUNTY FIRE DISTRICT
CERT CALENDAR OF EVENTS
JULY/ AUGUST CALENDAR
2017

JULY 2017

- **July 4th** LAH TOWN PARADE 9:00- 12:00
- **July 11 , 2017** CERT SUPERVISORS MEETING 19:00-20:30

AUGUST 2017

- **AUGUST 22, 2017** CERT SUPERVISORS MEETING 19:00 -20:30
- **August 28** SCCFD- CERT REFRESHER TRAINING 19:00-21:00 Hillview Community Center-- Los Altos- (Basic SAR methods)



FIRE DEPARTMENT SANTA CLARA COUNTY

14700 Winchester Blvd., Los Gatos, CA 95032-1818
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org



July 9, 2017

Los Altos Hills County Fire District Commissioners
12355 El Monte Road
Los Altos Hills, CA 94022

Subject: Fire Report for June 2017

To Whom It May Concern:

The June 2017 fire reports for the Los Altos Hills County Fire District are enclosed:

1. Average Response Time Analysis: This report provides data for the last three fiscal years on the average time it took for each first-in unit to arrive on scene. The computation starts from the moment the dispatcher makes his/her first keystroke at the command panel (after the call has been handed-off by the Emergency 911 telephone handler). This information is also graphically represented in the accompanying bar charts.

The arrival times for first-due units on code three calls was 8 minutes or less for:

Freeway: 60%
Metro/Urban: 100%
Suburban: 91.67%
Rural: 76.47%

2. Incident Types by Month: This report summarizes on a monthly basis, the number of incidents by call type, for every emergency vehicle that was the first unit on-scene. This information is also graphically represented in a pie chart depicting the number of incidents by type.
3. Monetary Fire Loss by Month and Incident Type: This report presents the monthly dollar loss in each of the fire type categories for the last three calendar years.

The fire loss for this month was \$0.

Please let me know if you have any questions about the data contained in this report.

Sincerely,

Tony Bowden

Assistant Fire Chief

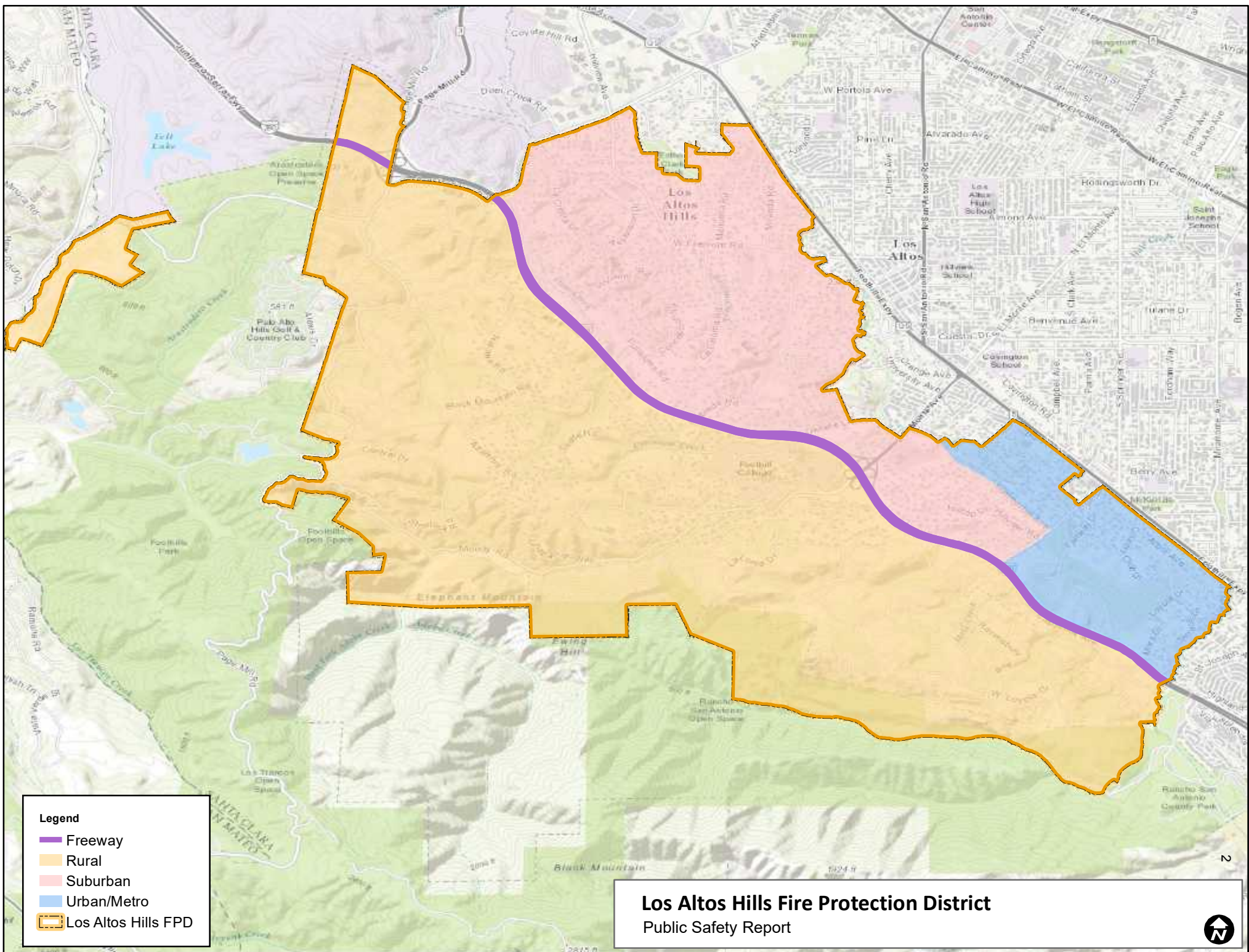
Enclosures

c: Steve Prziborowski, Deputy Chief

TB:kr

Organized as the Santa Clara County Central Fire Protection District

*Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,
Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga*



Legend

Freeway

Rural

Suburban

Urban/Metro

Los Altos Hills FPD

Los Altos Hills Fire Protection District

Public Safety Report



Los Altos Hills County Fire District First Arriving Unit Average Response Times

Code 3 Calls Only

June 2017

All Call Types

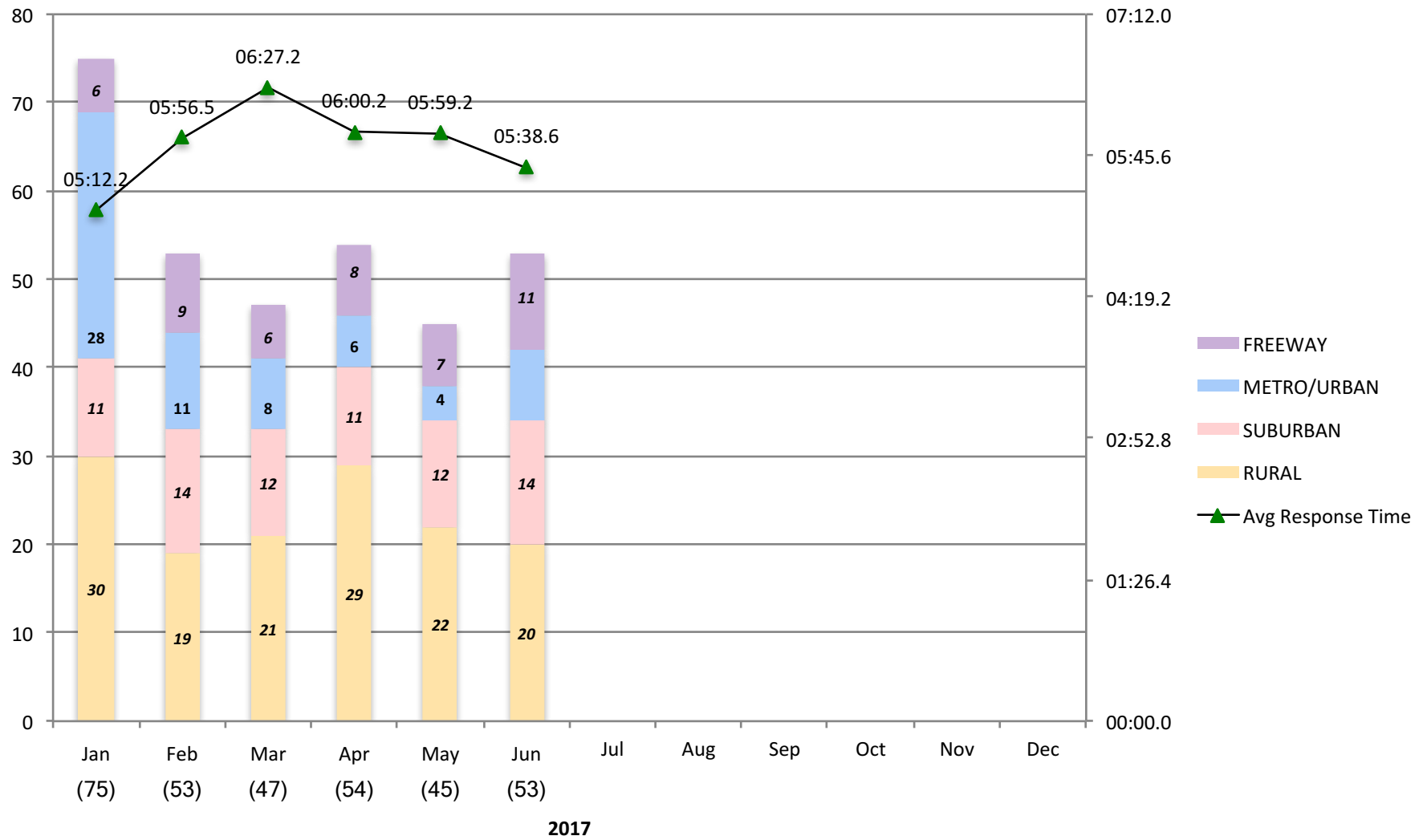
	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRST DUE	5	05:04.2	13	05:32.5	17	05:44.0	8	06:00.3	43	05:38.9
<i>E75</i>			5	04:45.2	1	07:23.0			6	05:11.5
<i>E76</i>	3	05:18.7			5	05:12.0	1	04:37.0	9	05:10.3
<i>R74</i>	2	04:42.5	8	06:02.0	9	05:04.1	5	06:55.4	24	05:44.8
<i>B74</i>							2	04:24.0	2	04:24.0
<i>E374</i>					2	09:14.0			2	09:14.0
RELIABILITY	3	05:47.0	1	06:48.0	3	05:25.3	3	05:15.7	10	05:37.2
<i>E75</i>					1	05:16.0			1	05:16.0
<i>E76</i>			1	06:48.0			1	02:51.0	2	04:49.5
<i>R74</i>	2	06:46.0					1	08:32.0	3	07:21.3
<i>E71</i>					2	05:30.0	1	04:24.0	3	05:08.0
<i>E77</i>	1	03:49.0							1	03:49.0
Grand Total	8	05:20.2	14	05:37.9	20	05:41.2	11	05:48.1	53	05:38.6

Call Type Breakdown

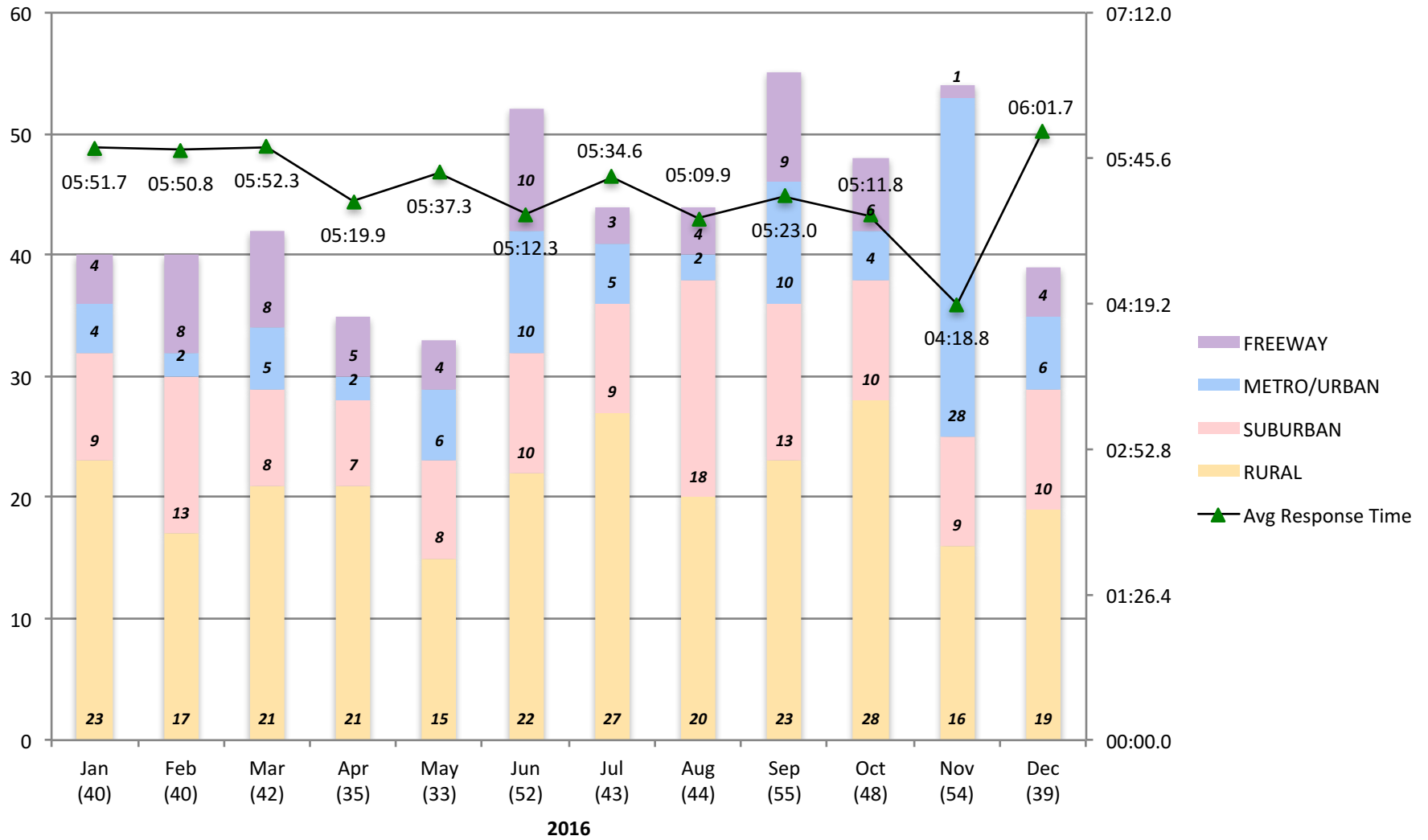
	METRO/URBAN		SUBURBAN		RURAL		FREEWAY		TOTAL	
	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time	# Responses	Average Response Time
FIRE					1	09:43.0	1	05:45.0	2	07:44.0
<i>Structure</i>										
<i>Vehicle</i>										
<i>Vegetation</i>					1	09:43.0	1	05:45.0	2	07:44.0
<i>Outside rubbish</i>										
<i>Special outside</i>										
<i>Other</i>										
OVERPRESSURE										
EMS	4	05:36.7	6	06:08.0	16	05:29.8	6	06:22.0	31	05:44.2
HAZ CONDITIONS			2	04:39.0	1	06:12.0			3	05:10.0
SERVICE	1	04:34.0							1	04:34.0
GOOD INTENT	1	04:19.0	2	05:49.0			4	04:58.0	7	05:07.0
FALSE ALARM	2	05:41.0	4	05:16.5	2	04:56.5			8	05:17.6
SEVERE WEATHER										
TOTAL	8	05:20.2	14	05:37.9	20	05:41.2	11	05:48.1	53	05:38.6

Los Altos Hills County Fire District Response Counts & Average Times

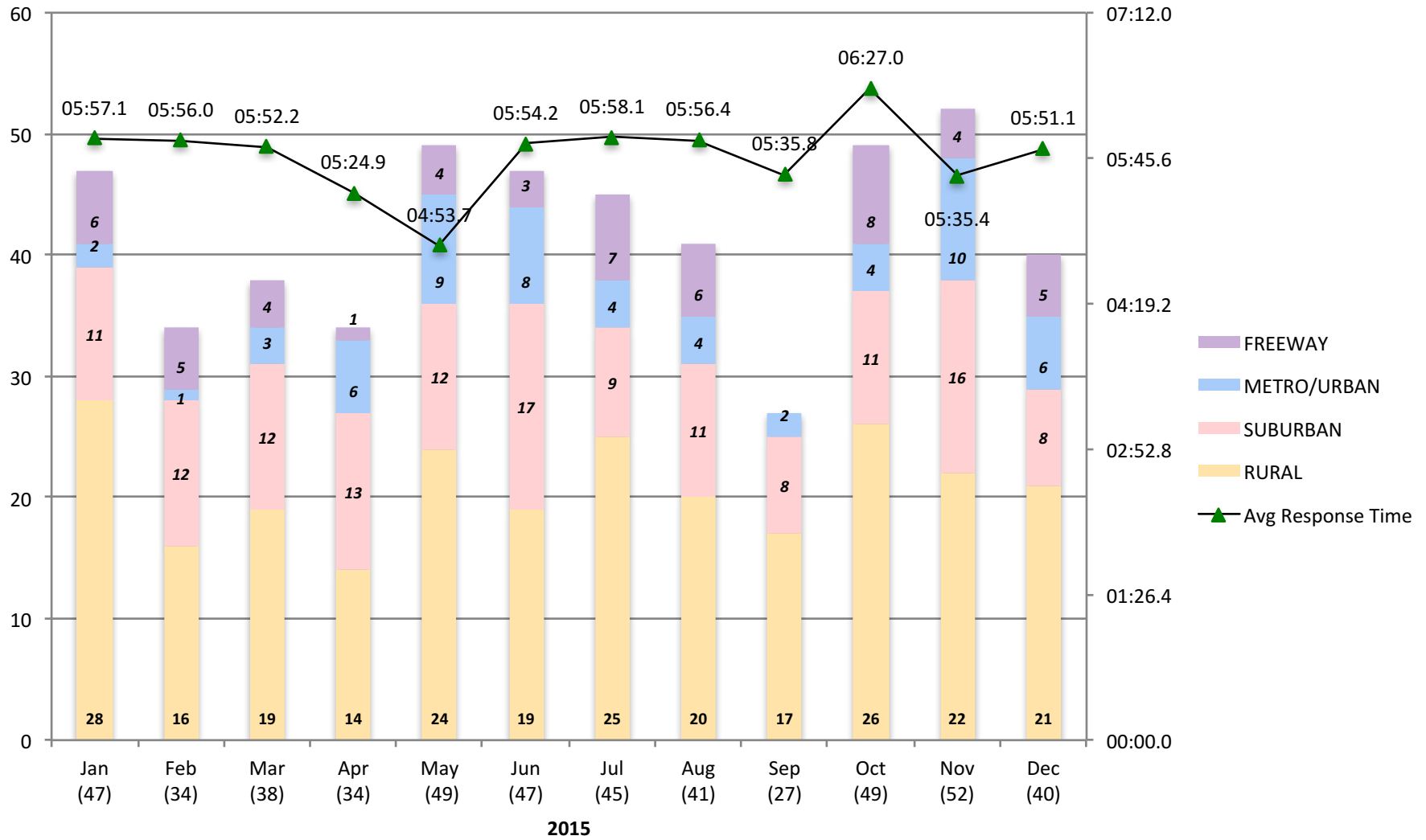
Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District Response Counts & Average Times Code 3 Only



Los Altos Hills County Fire District First Arriving Unit Response Time Centiles

Code 3 Calls Only

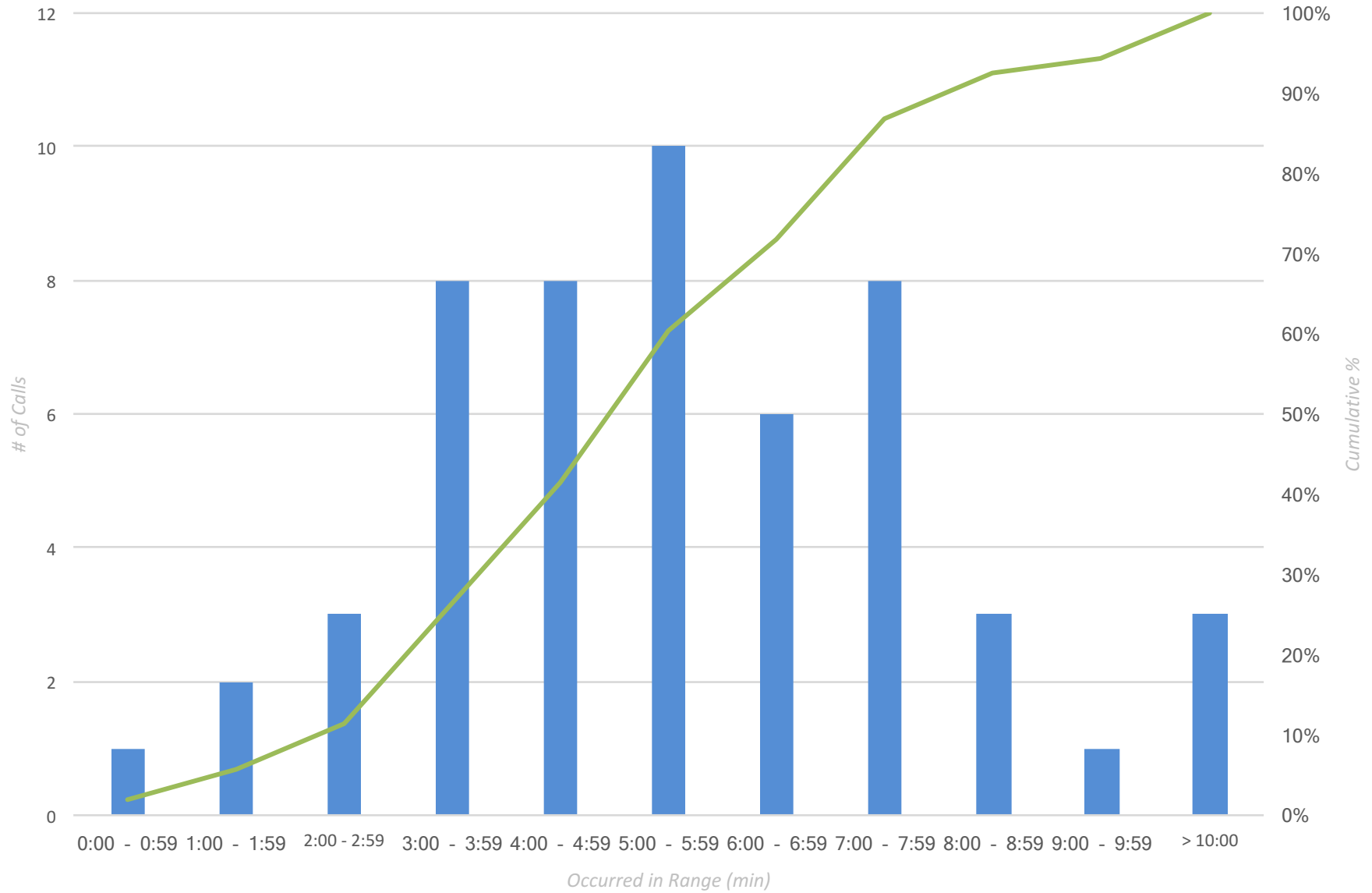
June 2017

First Unit Arrived In Less Than	1 min	2 min	3 min	4 min	5 min	6 min	7 min	8 min	9 min	10 min
FIRST DUE (43)	2.33% (1)	6.98% (3)	11.63% (5)	27.91% (12)	41.86% (18)	60.47% (26)	69.77% (30)	86.05% (37)	90.7% (39)	93.02% (40)
URBAN/METRO (5)				20% (1)	60% (3)	80% (4)	80% (4)	80% (4)	100% (5)	100% (5)
E76 (3)				33.33% (1)	66.67% (2)	66.67% (2)	66.67% (2)	66.67% (2)	100% (3)	100% (3)
R74 (2)					50% (1)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
SUBURBAN (13)				23.08% (3)	38.46% (5)	61.54% (8)	76.92% (10)	100% (13)	100% (13)	100% (13)
E75 (5)				40% (2)	60% (3)	80% (4)	100% (5)	100% (5)	100% (5)	100% (5)
R74 (8)				12.5% (1)	25% (2)	50% (4)	62.5% (5)	100% (8)	100% (8)	100% (8)
RURAL (17)	5.88% (1)	11.76% (2)	23.53% (4)	35.29% (6)	35.29% (6)	47.06% (8)	58.82% (10)	82.35% (14)	88.24% (15)	94.12% (16)
E75 (1)								100% (1)	100% (1)	100% (1)
E76 (5)			20% (1)	40% (2)	40% (2)	60% (3)	80% (4)	100% (5)	100% (5)	100% (5)
R74 (9)	11.11% (1)	22.22% (2)	33.33% (3)	44.44% (4)	44.44% (4)	55.56% (5)	66.67% (6)	88.89% (8)	88.89% (8)	88.89% (8)
E374 (2)								0% (0)	50% (1)	100% (2)
FREEWAY (8)	12.5% (1)	12.5% (1)	25% (2)	50% (4)	75% (6)	75% (6)	75% (6)	75% (6)	75% (6)	75% (6)
E76 (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
R74 (5)		20% (1)	20% (1)	20% (1)	40% (2)	60% (3)	60% (3)	60% (3)	60% (3)	60% (3)
B74 (2)				50% (1)	50% (1)	100% (2)	100% (2)	100% (2)	100% (2)	100% (2)
RELIABILITY (10)				10% (1)	20% (2)	40% (4)	60% (6)	80% (8)	90% (9)	100% (10)
FREEWAY (3)				33.33% (1)	33.33% (1)	66.67% (2)	66.67% (2)	66.67% (2)	66.67% (2)	100% (3)
E76 (1)			100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
R74 (1)									100% (1)	100% (1)
E71 (1)					100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
RURAL (3)				33.33% (1)	66.67% (2)	100% (3)	100% (3)	100% (3)	100% (3)	100% (3)
E75 (1)						100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
E71 (2)					50% (1)	50% (1)	100% (2)	100% (2)	100% (2)	100% (2)
SUBURBAN (1)							100% (1)	100% (1)	100% (1)	100% (1)
E76 (1)							100% (1)	100% (1)	100% (1)	100% (1)
URBAN/METRO (3)				33.33% (1)	33.33% (1)	66.67% (2)	66.67% (2)	100% (3)	100% (3)	100% (3)
R74 (2)						50% (1)	50% (1)	100% (2)	100% (2)	100% (2)
E77 (1)				100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)	100% (1)
Grand Total (53)	1.89% (1)	5.66% (3)	11.32% (6)	26.42% (14)	41.51% (22)	60.38% (32)	71.7% (38)	86.79% (46)	92.45% (49)	94.34% (50)

Occurred in Range	# of Calls	Cumulative %
0:00 - 0:59	1	1.89%
1:00 - 1:59	2	5.66%
2:00 - 2:59	3	11.32%
3:00 - 3:59	8	26.42%
4:00 - 4:59	8	41.51%
5:00 - 5:59	10	60.38%
6:00 - 6:59	6	71.70%
7:00 - 7:59	8	86.79%
8:00 - 8:59	3	92.45%
9:00 - 9:59	1	94.34%
> 10:00	3	100.00%

Los Altos Hills County Fire District Response Time Centiles

Code 3 Only



Los Altos Hills County Fire District Incidents by Month

All Code Calls

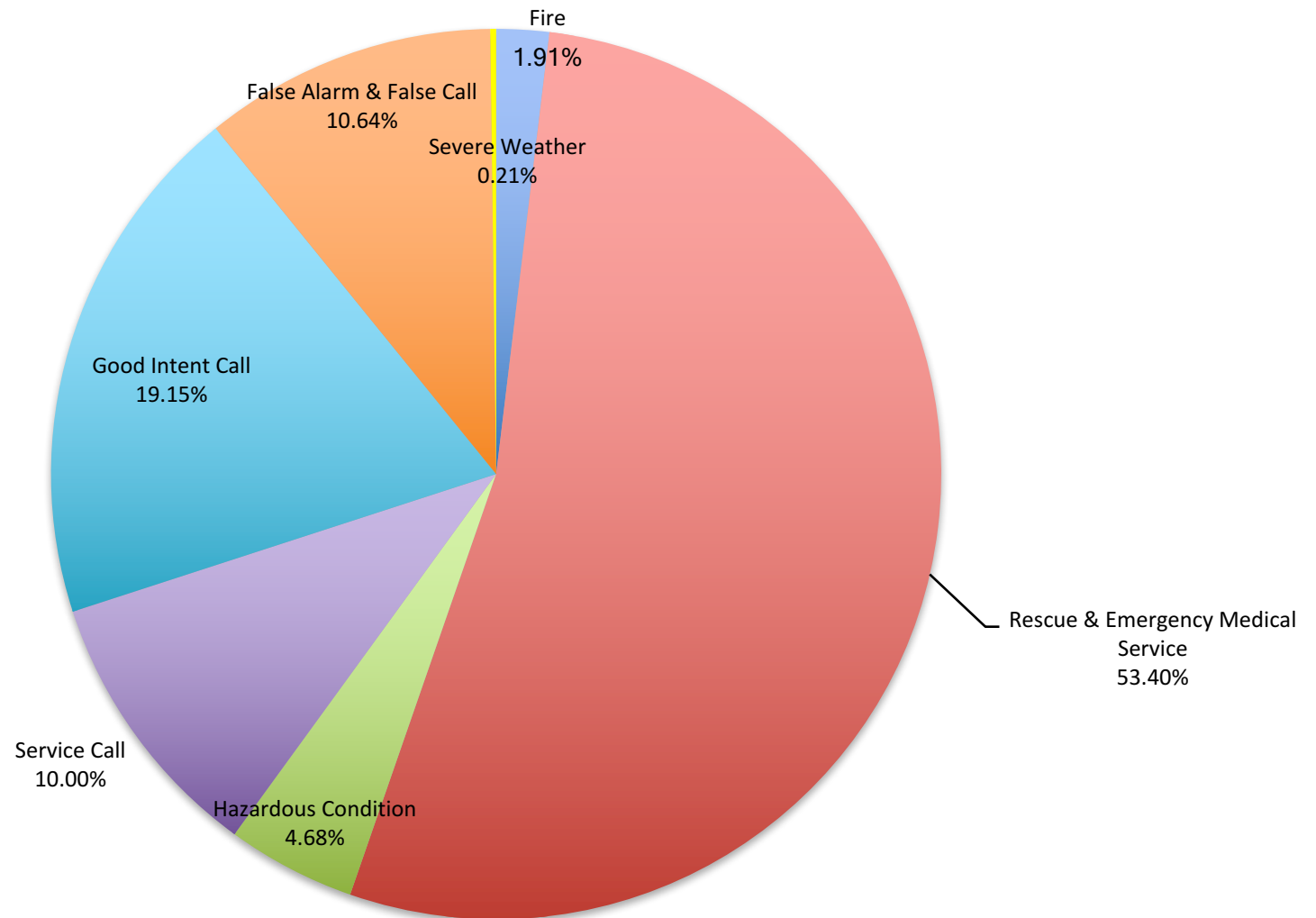
2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2017	1	1	1	2	0	4							9
	2016	0	0	0	2	0	3	0	0	2	1	1	2	11
	2015	2	2	0	4	0	3	3	1	2	2	0	2	21
Overpressure, Rupture, Explosion, Overheat (No Fire)	2017	0	0	0	0	0	0							0
	2016	0	0	1	1	0	0	0	0	0	0	0	0	2
	2015	0	1	0	0	0	1	0	0	1	0	0	0	3
Rescue & Emergency Medical Service	2017	67	38	42	38	34	32							251
	2016	39	30	35	38	31	40	34	41	37	36	48	42	451
	2015	39	33	39	30	57	41	39	31	22	53	48	33	465
Hazardous Condition	2017	6	3	1	9	0	3							22
	2016	4	5	0	5	4	2	0	0	1	3	5	6	35
	2015	5	5	1	0	2	2	1	1	1	2	3	3	26
Service Call	2017	9	9	1	12	6	10							47
	2016	9	5	8	6	2	4	14	2	7	11	8	7	83
	2015	4	11	8	11	8	7	7	6	5	7	7	7	88
Good Intent Call	2017	8	15	18	24	8	17							90
	2016	8	12	14	9	8	17	16	8	13	14	6	4	129
	2015	13	11	6	6	12	9	11	12	17	11	15	7	130
False Alarm & False Call	2017	4	8	9	8	13	8							50
	2016	13	8	4	4	4	9	13	10	14	8	7	5	99
	2015	10	4	6	7	6	15	9	13	14	8	9	12	113
Special Incident	2017	0	0	0	0	0	1							1
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2017	95	74	72	93	61	75	0	0	0	0	0	0	470
	2016	73	60	62	65	49	75	77	61	74	73	75	66	810
	2015	73	67	60	58	85	78	70	64	62	83	82	64	846

Los Altos Hills County Fire District Incident Type Breakdown

All Code Calls

2017



Los Altos Hills County Fire District Monetary Loss by Month & Incident Type

Only Fires

2017, 2016, & 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Structure Fire	2017	\$6,500	\$0	\$0	\$3,000	\$0	\$0							\$9,500
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$2,000	\$45	\$50,000	\$100	\$402,145
	2015	\$16,500	\$100,000	\$0	\$60,000	\$0	\$0	\$2,000	\$0	\$0	\$20,000	\$0	\$5,500	\$204,000
Vehicle Fire	2017	\$0	\$0	\$0	\$3,000	\$0	\$0							\$3,000
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$13,000	\$17,000
	2015	\$0	\$1,000	\$0	\$4,000	\$0	\$2,000	\$1,700	\$2,500	\$15,250	\$0	\$0	\$1,750	\$28,200
Natural Vegetation Fire	2017	\$0	\$0	\$0	\$0	\$0	\$0							\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$100	\$5,000	\$0	\$100	\$0	\$0	\$0	\$5,250
Outside Rubbish / Dumpster	2017	\$0	\$0	\$0	\$0	\$0	\$0							\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50
Special Outside Fire	2017	\$0	\$0	\$0	\$0	\$0	\$0							\$0
	2016	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Fire Loss	2017	\$6,500	\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500
	2016	\$0	\$0	\$0	\$0	\$0	\$4,000	\$350,000	\$0	\$2,000	\$45	\$50,000	\$13,100	\$419,145
	2015	\$16,500	\$101,000	\$0	\$64,100	\$0	\$2,100	\$8,700	\$2,500	\$15,350	\$20,000	\$0	\$7,250	\$237,500

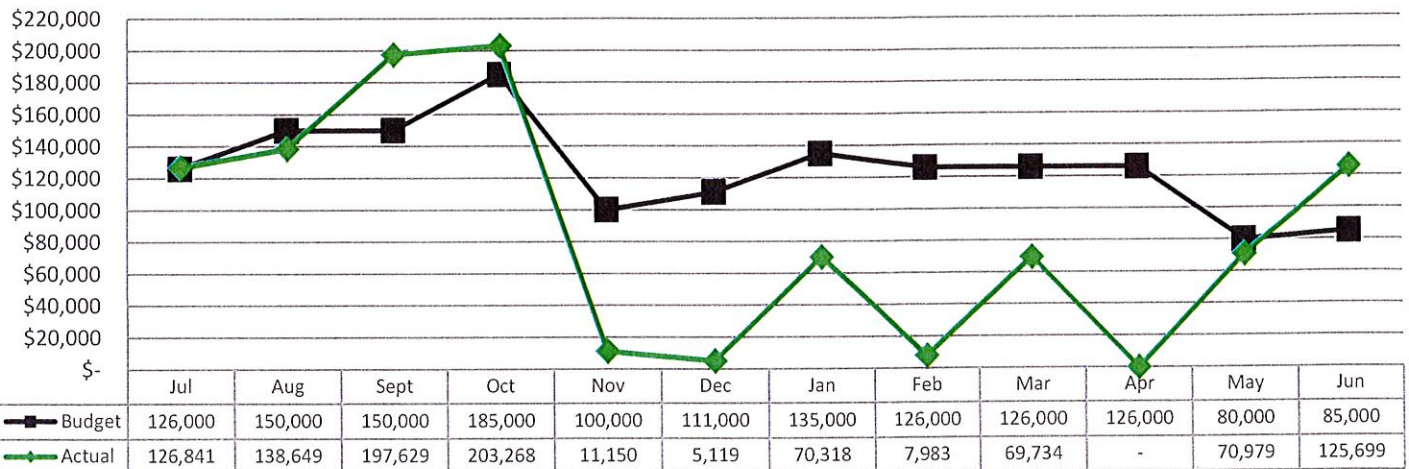
Projects
July 1, 2017

Project Area <input type="checkbox"/>	Project Name	Est. Start Date	Est. Compl't Date	Brief Description of Project	Est. Cost	Budget Year Expense	Key Service Providers	Notes/ Updates
(1) Entire Fire District	Brush Chipping Program Phase 2	Jan. 2017	June 30, 2017	Chip residents brush, tree and garden prunings.	\$225K	16/17	McClenahan Tree Service	Chipping completed in Area 6.
(2) Entire Fire District	Tree Program	April 2017	Sept. 2017	Remove dead, dying, or hazardous trees. Prune eucalyptus trees Areas 3 and 4	\$550K	17/18	McClenahan Tree Service	As of July 12, 2017, 232 dead trees removed. 37 eucalyptus trees pruned. 17 eucalyptus trees removed. Tree work 51% completed.
(3) Fire District West of 280	Phase 8 Hydrant Replacement Program	Jan. 1, 2017	July 2017	Replace or service 122 hydrants.	\$1.5M	16/17	Pakpour Engineering and Stoloski & Gonzalez Contractor	Note Engineer's report.

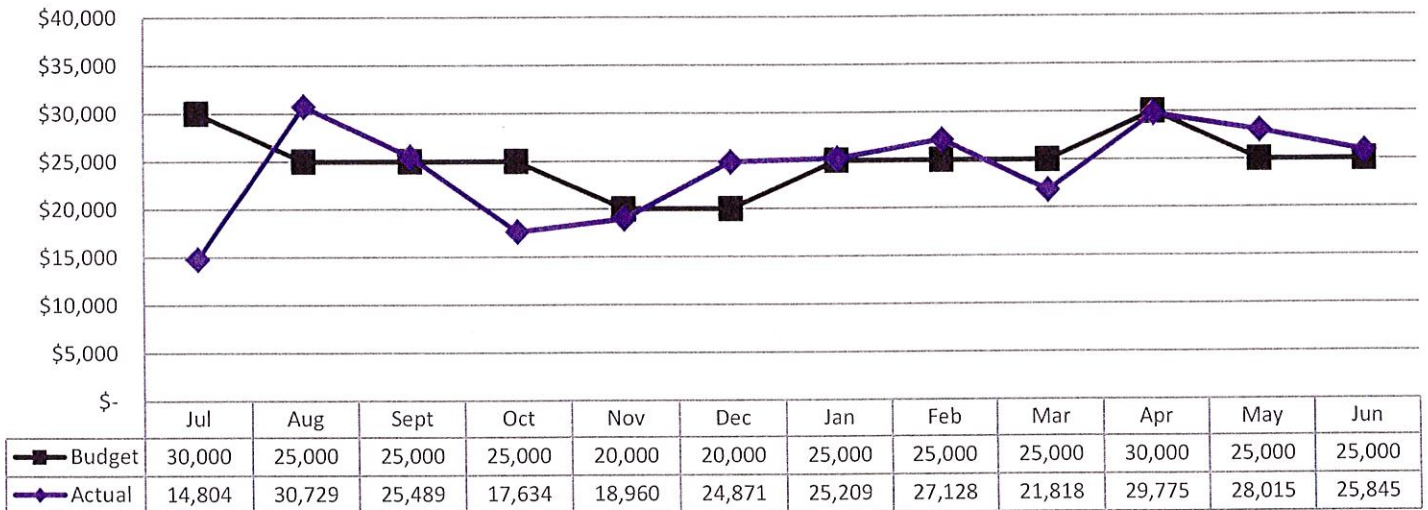
Projects and Programs - Budget vs. Actual Line Charts

July 2016 - June 2017 Actual Billed vs. Budgeted

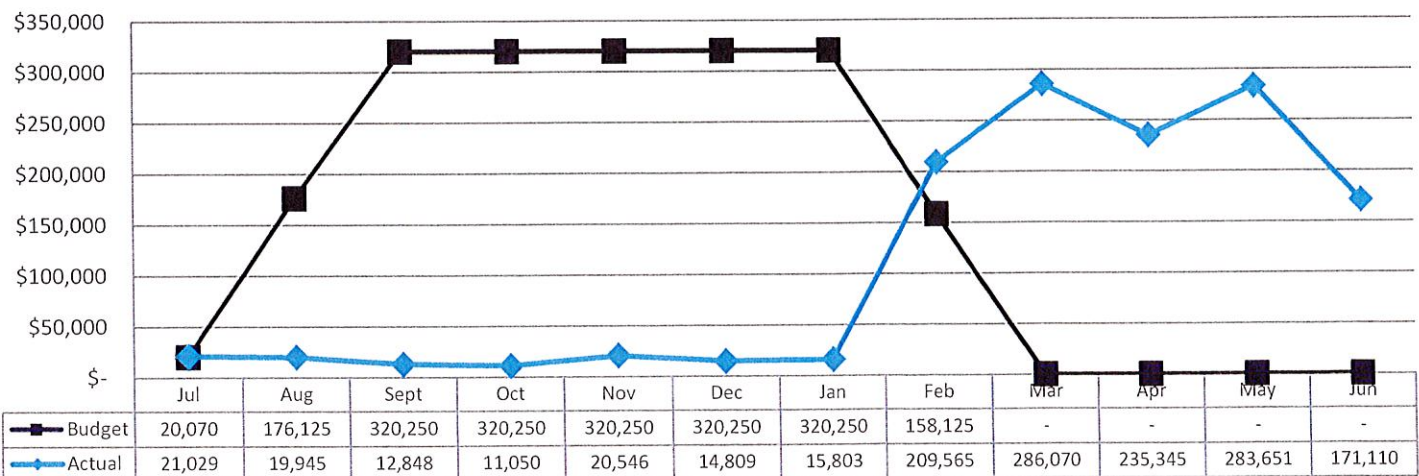
Tree Removal and Pruning Program



Brush Chipping Program



FH Replacement Project

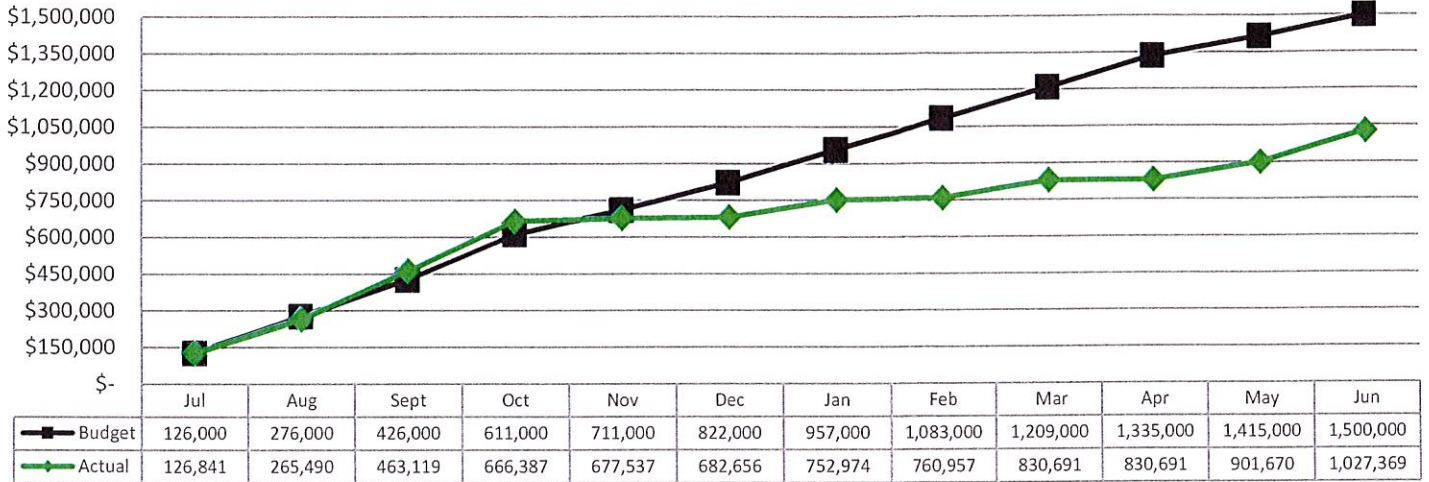


*Note: FH Replacement Project was projected to end in Feb. 2017 when budgeted but ended up delayed 6 months

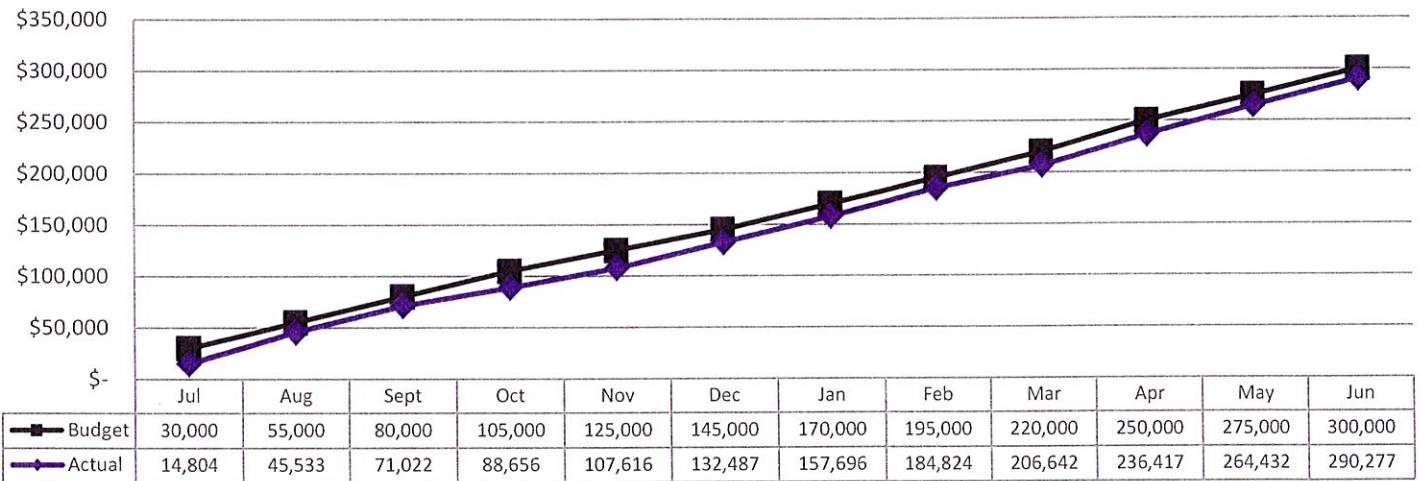
Projects and Programs - Budget vs. Actual Line Charts

Cumulative Actual Billed vs. Budgeted

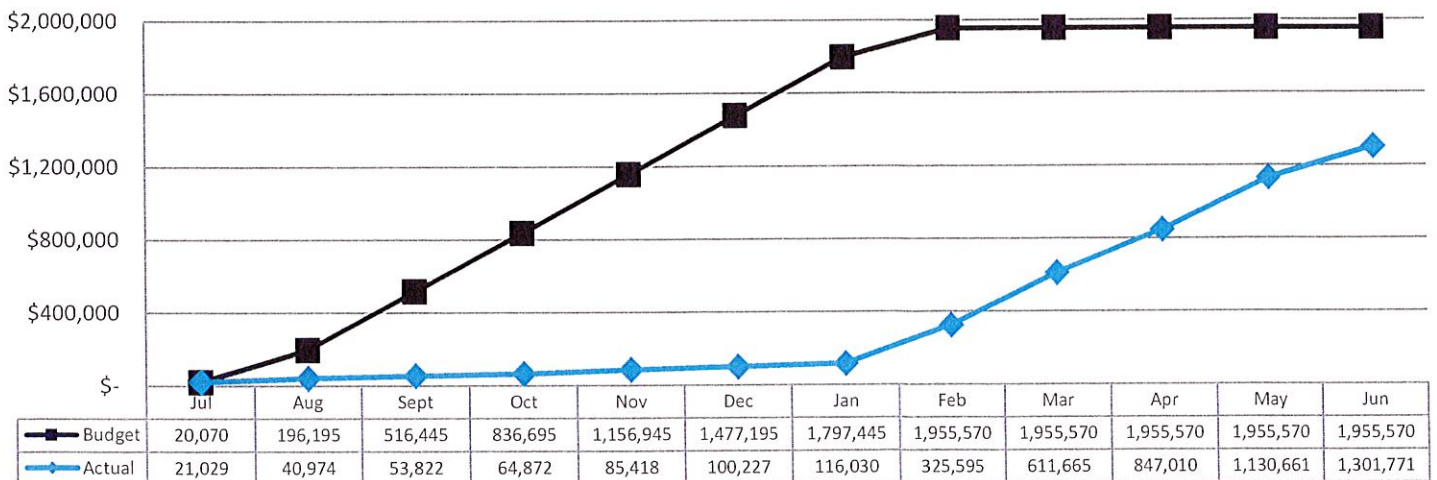
Tree Removal and Pruning Program



Brush Chipping Program



FH Replacement Project



*Note - Part of FH Replacement Project expenses will occur in FY18

MEMO

Agency: Los Altos Hills County Fire District **Date** July 10, 2017
Attn: Board of Commissioners
Project Name: Fire Hydrant Replacement Project – Phase VIII **Project No.** 10003.19
Reference: Project Update and Progress Payment No. 5
From: Joubin Pakpour, P.E. – District Engineer *JP*

Construction Status

During the past five weeks, Stoloski & Gonzalez, Inc. (SGI) completed replacing nine (9) fire hydrants and installing five (5) bollards and five (5) retaining walls along Liddicoat Cir, Radcliffe Ln, Stanford Ct, Paseo Del Roble, Page Mill Rd, Middle Fork Ln, S. Fork Ln, Yuba Ln, Byrne Park Ln, Finn Ln, Stonebrook Dr, Vista Del Valle Ct and Taaffe Ln. To date SGI has completed 122 (100%) of the total 122 fire hydrants to be replaced or serviced within the project area.

SGI has kept the storage yard and job sites for each fire hydrant replacement and adjacent roadway clean to date. Residents have full access to their properties and two lanes of traffic are maintained at all times. The residents are understanding of the project and have not voiced any major concerns. Work is proceeding well considering there have been 13 Rain Days since the start of work and numerous mobilizations to the different job site locations throughout the Town.

The fire hydrant heads delivered to the jobsite with aesthetic blemishes identified in the previous June report have now all been replaced and installed.

Attached is the updated “Preliminary Engineer’s Opinion of Probable Construction Cost Estimate for Budgeting Purposes Only” for the July report, which includes the following minor modifications:

- Schedule extended to include August (FY 2017-18) to capture project close-out coordination efforts.
- Sub-Consultant (Geotech & Tree Arborist) original budget of \$40,000 reduced by the estimated unused amount of \$28,534 (\$40,000 less \$11,466 Actual/Est.) and included with the Construction Management services provided by PCG for project close-out coordination efforts identified above.

Balancing Change Order No. 2 and Change Order No. 2

Similar to previously completed phases there are a few fire hydrant locations that required modifications to the original scope of work due to unforeseen conditions. Balancing Change Order No. 2, with a deduction in the amount of <\$14,200.00> and Change Order No. 2, with an increase in the amount of \$9,942.55, includes the following:

- Modifications to original scope of work due to unforeseen conditions (FH No. 13, 19, 28, 29, 31, 32, 57, 60, 72, 75, 81, 119 & 121).
- Additional fittings to raise new fire hydrant head to grade (FH No. 73).
- Investigate reported leak by PHWD's staff at existing fire hydrant (old dry-barrel) at 26025 Duval Way identified to be replaced as part of PHWD's future Capital Improvement Program (currently not scheduled).

Please see Balancing Change Order No. 2 and Change Order No. 2 for a complete description of the above items.

Project Schedule and Request for Progress Payment No. 5

As of June 30, 2017, SGI has completed approximately 95 percent of the revised (including Balancing Change Order No. 2 and Change Order No. 2) total contractual work amount **(\$1,142,551.25)** by coordinating USA notifications, 2 water main shut-downs, replacing 7 and servicing 2 fire hydrants, and has 10 days remaining out of 120 days (plus 13 Rain Days) specified on the project. The construction schedule has not changed since the June report. The end of construction schedule was updated in the June report from the week of July 17, 2017 (original) to week of July 31, 2017 (including Rain Days).

SGI is currently working on the preliminary punch list issued on June 22, 2017. The substantial completion letter and final punch list is anticipated to be issued the week of July 17th.

Enclosed please find Progress Payment No. 5 due SGI for this period for **\$133,086.03** (value of work minus 5 percent retention). The work performed to date has been satisfactory and payment is recommended.

Project Summary

	Current Month	Total	
Original Contract Amount		\$ 1,141,710.00	
Approved Change Orders	<\$ 4,257.45>	\$ 841.25	0.1%
Final Contract Amount		\$ 1,142,551.25	
Previously Paid		\$ 902,118.77	
Current Request (Less Retention)	\$ 133,086.03	\$ 133,086.03	
Retention	\$ 7,004.52	\$ 54,484.45	
Total Value of Work Completed	\$ 140,090.55	\$ 1,089,689.25	95%
Total Remaining on Contract		\$ 52,862.00	5%

Los Altos Hills County Fire District
FH Replacement Project - Phase VIII
Progress Payment No. 5
May 27 to June 30, 2017
Stoloski and Gonzalez, Inc.

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	Repaint Fire Hydrant Head and Replace Hydrant Cap Chains	EA	\$250.00	32	\$8,000.00	0	\$250.00	\$ -	32	\$250.00	\$8,000.00	2	\$500.00	6%	30	\$7,500.00	94%	32	\$8,000.00	100%
2	Remove and Replace 6-inch Fire Hydrant Head	EA	\$5,800.00	15	\$87,000.00	0	\$5,800.00	\$ -	15	\$5,800.00	\$87,000.00		\$0.00	0%	15	\$87,000.00	100%	15	\$87,000.00	100%
3	Remove and Reinstall 6-inch Fire Hydrant Head and Break-Off/Check-Valve, and Install Solid Spool/Extension	EA	\$10,800.00	6	\$64,800.00	0	\$10,800.00	\$ -	6	\$10,800.00	\$64,800.00		\$0.00	0%	6	\$64,800.00	100%	6	\$64,800.00	100%
4	Remove and Replace Fire Hydrant Head, Break-Off/Check-Valve, and Spool	EA	\$10,800.00	33	\$356,400.00	7	\$10,800.00	\$ 75,600.00	40	\$10,800.00	\$432,000.00	2	\$21,600.00	5%	38	\$410,400.00	95%	40	\$432,000.00	100%
5	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury)	EA	\$10,500.00	8	\$84,000.00	(2)	\$10,500.00	\$ (21,000.00)	6	\$10,500.00	\$63,000.00		\$0.00	0%	6	\$63,000.00	100%	6	\$63,000.00	100%
6	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury) to EX GV (To Remain)	EA	\$11,500.00	10	\$115,000.00	(1)	\$11,500.00	\$ (11,500.00)	9	\$11,500.00	\$103,500.00	3	\$34,500.00	33%	6	\$69,000.00	67%	9	\$103,500.00	100%
7	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury) and FH GV	EA	\$12,900.00	7	\$90,300.00	(2)	\$12,900.00	\$ (25,800.00)	5	\$12,900.00	\$64,500.00		\$0.00	0%	5	\$64,500.00	100%	5	\$64,500.00	100%
8	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury), FH GV, Tee 6-inch Tie-In	EA	\$14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	1	\$14,500.00	100%	1	\$14,500.00	100%
9	Remove and Replace 6-inch Fire Hydrant Assembly (FH Head, BO/CV, and Bury), FH GV, Tee 8-inch Tie-In	EA	\$15,000.00	2	\$30,000.00	0	\$15,000.00	\$ -	2	\$15,000.00	\$30,000.00		\$0.00	0%	2	\$30,000.00	100%	2	\$30,000.00	100%
10	Phase VIII FH No. 13 (PHWD FH No. 5.13) - 28226 / 28254 Radcliffe Lane	LS	\$18,500.00	1	\$18,500.00	(1)	\$18,500.00	\$ (18,500.00)	0	\$18,500.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
11	Phase VIII FH No. 18 (PHWD FH No. 5.05) - Intersection of Liddcoat Drive and Stanford Court	LS	\$16,500.00	1	\$16,500.00	1	\$16,500.00	\$ 16,500.00	2	\$16,500.00	\$33,000.00	1	\$16,500.00	50%	1	\$16,500.00	50%	2	\$33,000.00	100%
12	Phase VIII FH No. 20 (PHWD FH No. 5.02) - Across from 14377 / 14425 Liddicoat Circle	LS	\$16,500.00	1	\$16,500.00	(1)	\$16,500.00	\$ (16,500.00)	0	\$16,500.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
13	Phase VIII FH No. 28 (PHWD FH No. 8.01) - Intersection of Page Mill Road and Paseo Del Roble Drive	LS	\$16,500.00	1	\$16,500.00	0	\$16,500.00	\$ -	1	\$16,500.00	\$16,500.00	1	\$16,500.00	100%	0	\$0.00	0%	1	\$16,500.00	100%
14	Phase VIII FH No. 57 (PHWD FH No. 12.04) - 28008 / 28210 Natoma Rd (Yuba Lane)	LS	\$ 14,500.00	1	\$14,500.00	(1)	\$14,500.00	\$ (14,500.00)	0	\$14,500.00	\$0.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
15	Phase VIII FH No. 67 (PHWD FH No. 12.41) - 27474 Sunrise Farm Road	LS	\$ 14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	1	\$14,500.00	100%	1	\$14,500.00	100%
16	Phase VIII FH No. 96 (PHWD FH No. 16.42) - Across from 12305 / 12335 Stonebrook Court	LS	\$ 16,500.00	1	\$16,500.00	0	\$16,500.00	\$ -	1	\$16,500.00	\$16,500.00		\$0.00	0%	1	\$16,500.00	100%	1	\$16,500.00	100%
17	Phase VIII FH No. 119 (PHWD FH No. 12.39) - 12992 / 12998 Vista Del Valle	LS	\$ 14,500.00	1	\$14,500.00	0	\$14,500.00	\$ -	1	\$14,500.00	\$14,500.00		\$0.00	0%	1	\$14,500.00	100%	1	\$14,500.00	100%
18	Remove and Replace Gate Valve Box and Adjust to Grade	EA	\$ 350.00	15	\$5,250.00	0	\$350.00	\$ -	15	\$350.00	\$5,250.00		\$0.00	0%	19	\$6,650.00	127%	19	\$6,650.00	127%
19	Remove and Replace Gate Valve Box and Riser	EA	\$ 250.00	59	\$14,750.00	0	\$250.00	\$ -	59	\$250.00	\$14,750.00	8	\$2,000.00	14%	40	\$10,000.00	68%	48	\$12,000.00	81%
20	Remove and Replace Fire Hydrant Retaining Wall	EA	\$ 4,000.00	1	\$4,000.00	0	\$4,000.00	\$ -	1	\$4,000.00	\$4,000.00	1	\$4,000.00	100%	0	\$0.00	0%	1	\$4,000.00	100%
21	Install Fire Hydrant Retaining Wall	EA	\$ 3,800.00	8	\$30,400.00	0	\$3,800.00	\$ -	8	\$3,800.00	\$30,400.00	4	\$15,200.00	50%	3	\$11,400.00	38%	7	\$26,600.00	88%
22	Replace and Install Fire Hydrant Bollard	EA	\$ 550.00	30	\$16,500.00	0	\$550.00	\$ -	30	\$550.00	\$16,500.00	5	\$2,750.00	17%	33	\$18,150.00	110%	38	\$20,900.00	127%
23	Paint New/ Re-Paint Existing Fire Hydrant Bollard	EA	\$ 200.00	43	\$8,600.00	0	\$200.00	\$ -	43	\$200.00	\$8,600.00	8	\$1,600.00	19%	36	\$7,200.00	84%	44	\$8,800.00	102%
24	Replace and Install Fire Hydrant Marker Post	EA	\$ 250.00	6	\$1,500.00	0	\$250.00	\$ -	6	\$250.00	\$1,500.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
25	Replace Existing Residential 1-inch Water Service Connection	EA	\$ 2,600.00	4	\$10,400.00	0	\$2,600.00	\$ -	4	\$2,600.00	\$10,400.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
26	Replace Existing Residential 2-inch Water Service Connection	EA	\$ 3,800.00	1	\$3,800.00	0	\$3,800.00	\$ -	1	\$3,800.00	\$3,800.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
27	1-inch Air Combination Valve	EA	\$ 4,400.00	1	\$4,400.00	0	\$4,400.00	\$ -	1	\$4,400.00	\$4,400.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
28	Replace Existing 6-inch FH Gate Valve (Only As Directed by the District)	EA	\$ 2,600.00	5	\$13,000.00	0	\$2,600.00	\$ -	5	\$2,600.00	\$13,000.00		\$0.00	0%	2	\$5,200.00	40%	2	\$5,200.00	40%
29	Replace Existing FH's Gate Valve for a 6-inch Connection (Only As Directed by the District)	EA	\$ 2,900.00	6	\$17,400.00	0	\$2,900.00	\$ -	6	\$2,900.00	\$17,400.00		\$0.00	0%	3	\$8,700.00	50%	3	\$8,700.00	50%

Los Altos Hills County Fire District
FH Replacement Project - Phase VIII
Progress Payment No. 5
May 27 to June 30, 2017
Stoloski and Gonzalez, Inc.

Bid	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
Item	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
30	Replace Existing FH's Gate Valve for a 8-inch Connection (Only As Directed by the District)	EA	\$ 3,000.00	3	\$9,000.00	0	\$3,000.00	\$ -	3	\$3,000.00	\$9,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
31	Replace Asphalt Concrete Pavement / Trench Repair	SF	\$ 13.00	720	\$9,360.00	0	\$13.00	\$ -	720	\$13.00	\$9,360.00	1126	\$14,638.00	156%	0	\$0.00	0%	1126	\$14,638.00	156%
32	Replace Asphalt Concrete Berm	LF	\$ 40.00	15	\$600.00	0	\$40.00	\$ -	15	\$40.00	\$600.00	9	\$360.00	60%	0	\$0.00	0%	9	\$360.00	60%
33	Replaced Curb and Gutter	LF	\$ 75.00	40	\$3,000.00	0	\$75.00	\$ -	40	\$75.00	\$3,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
34	Replace Thermoplastic Traffic Stripes	LF	\$ 30.00	25	\$750.00	0	\$30.00	\$ -	25	\$30.00	\$750.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
35	Water Tank Truck	LS	\$ 8,000.00	1	\$8,000.00	0	\$8,000.00	\$ -	1	\$8,000.00	\$8,000.00		\$0.00	0%	0	\$0.00	0%	0	\$0.00	0%
36	Install Construction Funding Signs	LS	\$ 3,000.00	1	\$3,000.00	0	\$3,000.00	\$ -	1	\$3,000.00	\$3,000.00		\$0.00	0%	1	\$3,000.00	100%	1	\$3,000.00	100%
Change Orders																				
	Change Order No. 1 - Item No. 1 to 12					1	\$6,598.70	\$ 6,598.70	1	\$6,598.70	\$6,598.70		\$0.00	0%	1	\$6,598.70	100%	1	\$6,598.70	100%
	Change Order No. 2 - Item No. 1 to 16					1	\$9,942.55	\$ 9,942.55	1	\$9,942.55	\$9,942.55	1	\$9,942.55	100%	0	\$0.00	0%	1	\$9,942.55	100%
	Contract Amount				\$1,141,710.00			\$841.25			\$1,142,551.25									
	Amount Earned												\$140,090.55	12%		\$949,598.70	83%		\$1,089,689.25	95%
	Retention (5%)												(\$7,004.52)						(\$54,484.45)	
	Progress Payment No. 01																		(\$193,372.50)	
	Progress Payment No. 02																		(\$259,397.50)	
	Progress Payment No. 03																		(\$203,395.00)	
	Progress Payment No. 04																		(\$245,953.77)	
	Amount Due												\$133,086.03						\$133,086.03	
	Amount Remaining on Contract																		\$52,862.00	5%

Prepared By

GP

Joubin Pakpour, P.E.
District Engineer

**Los Altos Hills County Fire District
Fire Hydrant Replacement Project – Phase VIII
Project No. 10003.19
Balancing Change Order No. 2
Stoloski & Gonzalez, Inc.
June 30, 2017**

Bid Item No. 4 – Remove and Replace Fire Hydrant Head, Install New Break-Off/ Check-Valve, and Solid Spool/ Extension

An additional four (4) remove and replace fire hydrant heads, install new break-off/ check-valve, and solid spool/ extension were installed during the project for FH No. 72 (PHWD FH No. 11.24), 81 (PHWD FH No. 15.23), 60 (PHWD FH No. 12.50) and 29 (PHWD FH No. 8.05) .

The original contract amount for Bid Item No. 4 was increased by: \$43,200.00

Bid Item No. 6 – Remove and Replace 6-inch Fire Hydrant Assembly (Fire Hydrant Head, Break-Off/ Check-Valve, and Bury) to Existing Fire Hydrant Gate Valve (To Remain)

An additional two (2) remove and replace 6-inch fire hydrant assembly (fire hydrant head, break-off/ check-valve, and bury) to existing fire hydrant gate valve (to remain) was installed during the project for FH No. 13 (PHWD FH No. 5.13) and 19 (PHWD FH No. 5.09).

A deduct of three (3) remove and replace 6-inch fire hydrant assembly (fire hydrant head, break-off/ check-valve, and bury) to existing fire hydrant gate valve (to remain) was not installed during the project for FH No. 72 (PHWD FH No. 11.24), 60 (PHWD FH No. 12.50) and 29 (PHWD FH No. 8.05).

The original contract amount for Bid Item No. 6 was decreased by: <\$11,500.00>

Bid Item No. 7 – Remove and Replace 6-inch Fire Hydrant Assembly (Fire Hydrant Head, Break-Off/ Check-Valve, and Bury) and Existing Fire Hydrant Gate Valve

An additional one (1) remove and replace 6-inch fire hydrant assembly (fire hydrant head, break-off/ check-valve, and bury) and existing fire hydrant gate valve was installed during the project for FH No. 57 (PHWD FH No. 12.04).

A deduct of two (2) remove and replace 6-inch fire hydrant assembly (fire hydrant head, break-off/ check-valve, and bury) and existing fire hydrant gate valve was not installed during the project for FH No. 81 (PHWD FH No. 15.23) and 19 (PHWD No. 5.09).

The original contract amount for Bid Item No. 7 was decreased by: <\$12,900.00>

Bid Item No. 10 – FH No. 13 (PHWD FH No. 5.13) – 28226/ 28254 Radcliffe Lane – FH Assembly

A deduct of one (1) lump sum for abandoning existing fire hydrant assembly (fire hydrant head, lateral, gate valve, and water main tee) and installing fire hydrant assembly across the driveway in connection to an existing 6-inch AC water main was not installed during the project for FH No. 13 (PHWD FH No. 5.13).

The original contract amount for Bid Item No. 10 was decreased by: <\$18,500.00>

Bid Item No. 14 – FH No. 57 (PHWD FH No. 12.04) – 28008/ 28210 Natoma Road (Yuba Lane) – FH Assembly

A deduct of one (1) lump sum for removing existing fire hydrant assembly (fire hydrant head, bury, lateral, gate valve, and bend) and installing fire hydrant assembly in connection to an existing 6-inch CI water main was not installed during the project for FH No. 57 (PHWD FH No. 12.04).

The original contract amount for Bid Item No. 14 was decreased by: <\$14,500.00>

Balancing Change Order No. 2 Total Amount:

<\$14,200.00>**

**** Total Contract amount was decreased by <\$14,200.00> for materials not used as part of this project.**

Signature Block

Prepared by:



Kurt Wurnitsch, P.E.
District Inspector
Pakpour Consulting Group

Reviewed and
Approved by:



Joubin Pakpour P.E.
Principal Engineer
Pakpour Consulting Group

Reviewed and
Approved by:



Stuart Farwell
Consultant/Representative
to the District
Los Altos Hills County
Fire District

**Los Altos Hills County Fire District
Fire Hydrant Replacement Project – Phase VIII
10003.19
Change Order No. 2
Stoloski & Gonzalez, Inc.
June 30, 2017**

Item No.1 – FH No. 73 (PHWD FH No. 11.15) – 27343 Ursula Lane

The original scope of work included installing two (2) new fire hydrant (FH) bollards only adjacent to the existing FH head (Clow Model No. 960).

On 4/24/17 PCG coordinated with LAHCFD to confirm replacing the existing 12” long break-off spool/extension with a break-off/check-valve (BO/CV) for the FH located uphill from the new residence and driveway under construction. Stoloski & Gonzalez, Inc. (SGI) was directed to install a new BO/CV, which required removing/ reinstalling the existing FH head (Clow Model No. 960).

The additional time and material(s) associated with this change in scope of work is \$ 2,801.46.

Total Cost of Item No. 1 -	\$ 2,801.46
Total Increase of Working Days for Item No. 1 -	1 Day

Item No. 2 - FH No. 57 (PHWD FH No. 12.04) – 28008/ 28210 Natoma Road (Yuba Lane)

The original scope of work included replacing the existing FH assembly (perpendicular-shape layout) and installing a new FH assembly (perpendicular-shape layout) with a new 6-inch water main tie-in per Bid Item No. 14.

On 4/24/17 while exposing the existing FH assembly (perpendicular-shape layout) and water main connection SGI confirmed the existing FH valve and water main tee connection was a flange type connection. On 4/24/17 PCG directed SGI to replace the FH assembly (perpendicular-shape layout) to the existing water main tee, similar to the scope of work for Bid Item No. 7.

The revised work was changed to Bid Item No. 7, remove and replace 6-inch FH assembly and FH gate valve. Bid Item No. 7 was increased by one (1) quantity and Bid Item No. 14 was decreased by one (1) quantity (see Balancing Change Order No. 2).

Total Cost of Item No. 2 -	\$ 0.00
Total Increase of Working Days for Item No. 2 -	0 Day

Item No. 3 – FH No. 75 (PHWD FH No. 12.34) – 12951 Cortez Lane

The original scope of work included replacing the existing FH head, bury and lateral to the existing FH valve (to remain) per Bid Item No. 6.

On 5/8/17 while exposing the existing FH valve (perpendicular-shape layout) and 6-inch water main connection SGI uncovered and located an existing water main tee fitting with un-restrained joint conditions. After meeting with PHWD staff and SGI it was discussed and agreed upon that due to the unforeseen conditions associated with the older water main tee fitting the original scope of work would

be expanded to include installing a new FH 6" valve and 6-inch water main tie-in connection per Bid Item No. 29.

Total Cost of Item No. 3 - \$ 0.00
Total Increase of Working Days for Item No. 3 - 2 Days

Item No. 4 - FH No. 72 (PHWD FH No. 11.24) – Intersection of Black Mountain Road and Ursula Lane

The original scope of work included replacing the existing FH assembly (perpendicular-shape layout) to the existing FH valve (to remain) per Bid Item No. 6.

On 5/8/17 prior to exposing the existing FH assembly PCG met with PHWD staff and SGI to review the provided USA markings. It was discussed and agreed upon that due to the existing site conditions and constraints associated with the adjacent dry-utilities and water main layout the original scope of work was reduced similar to the scope of work for Bid Item No. 4.

On 5/12/17 the revised work was changed to Bid Item No. 4, remove and replace FH head, BO/CV and spool. Bid Item No. 4 was increased by one (1) quantity and Bid Item No. 6 was decreased by one (1) quantity (see Balancing Change Order No. 2).

Total Cost of Item No. 4 - \$ 0.00
Total Increase of Working Days for Item No. 4 - 0 Day

Item No. 5 – FH No. 81 (PHWD FH No. 15.23) – 27233/ 27272 Byrne Park Lane

The original scope of work included 1) exposing/ potholing adjacent existing utilities and 2) replacing the existing FH assembly (perpendicular-shape layout) to the existing 6-inch water main tee per Bid Item No. 7.

On 5/15/17 while exposing the existing FH valve (perpendicular-shape layout) and 6-inch water main connection SGI uncovered and located existing water main fittings (e.g. tee, horizontal bends, vertical bends, etc.) with un-restrained joint conditions. It was discussed and agreed upon that due to the unforeseen conditions associated with the existing site constraints of the older water main fittings would require significant water main improvements. The original scope of work was reduced similar to the scope of work for Bid Item No. 4.

On 5/15/17 the revised work was changed to Bid Item No. 4, remove and replace FH head, BO/CV and spool. Bid Item No. 4 was increased by one (1) quantity and Bid Item No. 7 was decreased by one (1) quantity (see Balancing Change Order No. 2).

The additional time associated with the unforeseen conditions in addition to the change in the original Bid Item No. 7 to Bid Item No. 4 scope of work cost for exposing/ potholing operations is \$ 1,220.93.

Total Cost of Item No. 5 - \$ 1,220.93
Total Increase of Working Days for Item No. 5 - 2 Days

Item No. 6 – FH No. 60 (PHWD FH No. 12.50) – 12845 La Vida Real

The original scope of work included replacing the existing FH assembly (perpendicular-shape layout) to the existing FH valve (to remain) per Bid Item No. 6.

On 5/16/17 while exposing the existing FH valve (perpendicular-shape layout) and 6-inch water main connection SGI uncovered and located existing water main fittings (e.g. tee, horizontal bend, etc.) with un-restrained joint conditions. It was discussed and agreed upon that due to the unforeseen conditions associated with the existing site constraints of the numerous older water main fittings would require significant water main improvements. The original scope of work was reduced similar to the scope of work for Bid Item No. 4.

On 5/16/17 the revised work was changed to Bid Item No. 4, remove and replace FH head, BO/CV and spool. Bid Item No. 4 was increased by one (1) quantity and Bid Item No. 6 was decreased by one (1) quantity (see Balancing Change Order No. 2).

The additional time associated with the unforeseen conditions in addition to the change in the original Bid Item No. 6 to Bid Item No. 4 scope of work cost for exposing/ potholing operations is \$ 697.67.

Total Cost of Item No. 6 -	\$ 697.67
Total Increase of Working Days for Item No. 6 -	0 Day

Item No. 7 – FH No. 119 (PHWD FH No. 12.39) – 12992/ 12998 Vista Del Valle Court

The original scope of work included abandoning the existing FH assembly (perpendicular-shape layout) and relocating/ installing a new FH assembly (perpendicular-shape layout) with a new 6-inch water main tie-in per Bid Item No. 17.

On 5/18/17 SGI exposed and located the existing 6-inch water main about 8-ft from the original USA markings provided by PHWD.

The additional time associated with this unforeseen condition in addition to the original scope of work cost (Bid Item No. 17) for exposing and locating the existing 6-inch water main is \$ 1,538.38.

Total Cost of Item No. 7 -	\$ 1,538.38
Total Increase of Working Days for Item No. 7 -	1 Day

Item No. 8 – FH No. 121 (PHWD FH No. 12.58) – 26454 Taaffe Lane

The original scope of work included abandoning the existing FH assembly (perpendicular-shape layout) and relocating/ installing a new FH assembly (perpendicular-shape layout) with a new 6-inch water main tie-in per Bid Item No. 8.

On 5/23/17 SGI exposed and located the existing 6-inch water main about 6-ft from the original USA markings provided by PHWD.

The additional time associated with this unforeseen condition in addition to the original scope of work cost (Bid Item No. 8) for exposing and locating the existing 6-inch water main is \$ 523.26.

Total Cost of Item No. 8 -	\$ 523.26
Total Increase of Working Days for Item No. 8 -	1 Day

Item No. 9 - FH No. 29 (PHWD FH No. 8.05) – Across 13735 Paseo Del Roble Drive

The original scope of work included replacing the existing FH assembly (L-shape layout) to the existing FH valve (to remain) per Bid Item No. 6.

On 5/19/17 due to existing site conditions and constraints associated with the existing 8 and 6-inch water main along Paseo Del Roble Drive PCG directed SGI to replace the existing FH head with a new FH head and BO/CV only similar to the scope of work for Bid Item No. 4.

The revised work was changed to Bid Item No. 4, remove and replace FH head, BO/CV and spool. Bid Item No. 4 was increased by one (1) quantity and Bid Item No. 6 was decreased by one (1) quantity (see Balancing Change Order No. 2).

Total Cost of Item No. 9 -	\$ 0.00
Total Increase of Working Days for Item No. 9 -	0 Day

Item No. 10 – FH No. 31 (PHWD FH No. 8.04) – Across 13701/ 13731 Paseo Del Roble Drive

The original scope of work included replacing the existing FH head, bury and lateral to the existing FH valve (to remain) per Bid Item No. 6.

On 5/22/17 SGI exposed the existing FH assembly and water main connection. Due to the coordination requirements for a large water main shutdown (about 24 residents) to replace FH No. 31 and 32 at the same time PHWD also required the installation of two (2) new in-line water main 6" valves (materials provided by PHWD). To facilitate the expanded scope of work to install PHWD's two (2) new in-line valves a new 6-inch water main tie-in was include per Bid Item No. 29.

The additional time associated with installing PHWD's two (2) new in-line water main 6" valves and valve boxes in addition to the original scope of work cost (Bid Item No. 6 and 29) is \$ 288.80.

Total Cost of Item No. 10 -	\$ 288.80
Total Increase of Working Days for Item No. 10 -	2 Days

Item No. 11 – FH No. 32 (PHWD FH No. 8.08) – Intersection of Paseo Del Roble Drive and Paseo Del Roble Court

The original scope of work included replacing the existing FH head, bury and lateral to the existing FH valve (to remain) per Bid Item No. 6.

On 5/19/17 after exposing the existing FH valve (L-shape layout) and 6-inch water main connection SGI uncovered and located an existing 90-degree fitting with un-restrained joint conditions. After meeting with PHWD staff and SGI it was discussed and agreed upon that due to the unforeseen conditions

associated with the older water main fitting the original scope of work was expanded to include installing a new FH 6" valve per Bid Item No. 28 and short piece of 6-inch DIP (about 18" long) with restrained joints.

The additional time and materials to install the new FH 6" valve (Bid Item No. 28) and short piece of DI pipe on 5/24/17 in addition to the original scope of work cost (Bid Item No. 6) is \$ 557.92.

Total Cost of Item No. 11 -	\$ 557.92
Total Increase of Working Days for Item No. 11 -	1 Day

Item No. 12 - FH No. 13 (PHWD FH No. 5.13) – 28226/ 28254 Radcliffe Lane

The original scope of work included abandoning the existing fire hydrant (FH) assembly (perpendicular-shape layout) and relocating/ installing a new FH assembly (perpendicular-shape layout) to the north side of the existing residential driveway with a new 6-inch water main tie-in per Bid Item No. 10.

On 6/2/17 while exposing the existing FH assembly (perpendicular-shape layout) and water main connection SGI confirmed the existing FH lateral/valve and FH valve/water main tee connection was a mechanical joint and flanged joint type connection, respectively. The existing FH valve was exercised and operated satisfactorily. On 6/5/17 PCG directed SGI to replace the FH assembly (perpendicular-shape layout) to the existing FH valve (to remain), similar to the scope of work for Bid Item No. 6.

The revised work was changed to Bid Item No. 6, remove and replace FH assembly to existing FH valve (to remain). Bid Item No. 6 was increased by one (1) quantity and Bid Item No. 10 was decreased by one (1) quantity (see Balancing Change Order No. 2).

Total Cost of Item No. 12 -	\$ 0.00
Total Increase of Working Days for Item No. 12 -	0 Day

Item No. 13 - FH No. 19 (PHWD FH No. 5.09) – 14199/ 14225 Stanford Court

The original scope of work included replacing the existing FH assembly (L-shape layout) to the existing 90-degree fitting/ water main tee per Bid Item No. 7.

On 5/26/17 while exposing the existing FH assembly (L-shape layout) and water main connection SGI confirmed the existing FH lateral/valve and FH valve/90-degree fitting connection was a mechanical joint and flanged joint type connection, respectively. The existing FH valve was exercised and operated satisfactorily. On 5/31/17 PCG directed SGI to replace the FH assembly (L-shape layout) to the existing FH valve (to remain), similar to the scope of work for Bid Item No. 6.

The revised work was changed to Bid Item No. 6, remove and replace FH assembly to existing FH valve (to remain). Bid Item No. 6 was increased by one (1) quantity and Bid Item No. 7 was decreased by one (1) quantity (see Balancing Change Order No. 2).

Total Cost of Item No. 13 -	\$ 0.00
Total Increase of Working Days for Item No. 13 -	0 Day

Item No. 14 – FH No. 28 (PHWD FH No. 8.01) – Intersection of Page Mill Road and Paseo Del Roble Drive

The original scope of work included replacing the existing FH assembly (perpendicular-shape layout) and installing a new FH assembly (perpendicular-shape layout) with a new 8-inch water main tie-in per Bid Item No. 13.

Due to the coordination requirements for a large water main shutdown (about 0.5 miles of existing 8-inch water main) to replace FH No. 28 PHWD required the installation of two (2) new in-line water main 8" valves (materials provided by PHWD).

The additional time associated with installing PHWD's two (2) new in-line water main 8" valves and valve boxes in addition to the original scope of work cost (Bid Item No. 13) is \$ 431.90.

Total Cost of Item No. 14 -	\$ 431.90
Total Increase of Working Days for Item No. 14 -	2 Days

Item No. 15 – FH No. 119 (PHWD FH No. 12.39) – 12992/ 12998 Vista Del Valle Court

The original scope of work included abandoning the existing FH assembly (perpendicular-shape layout) and relocating/ installing a new FH assembly (perpendicular-shape layout) with a new 6-inch water main tie-in per Bid Item No. 17.

On 5/25/17 SGI relocated/ installed the new FH assembly (perpendicular-shape layout) with a new 6-inch water main tie-in. The existing FH assembly (perpendicular-shape layout) could not be abandoned the same day due to inconclusive USA markings provided by PHWD. After the new FH assembly was relocated SGI submitted a second USA tag to increase the limits of work area.

On 6/16/17 new USA markings were provided by each respective utility agency. On 6/20/17 SGI conducted potholing operations to locate the existing FH lateral and 6-inch water main tee. Potholing operations were again unsuccessful along the north side of the existing private residential driveway (12998 Vista Del Valle Court) with recently installed decorative pavers. PHWD staff was contacted on 6/20/17 and efforts to locate the water main using scoping equipment was again inconclusive. PHWD informed PCG and SGI that the existing water main was assumed to be parallel and at the center of the existing private residential driveway. After the third attempt to locate the existing water main was unsuccessful PCG directed SGI to end potholing operations until further direction from LAHCFD and PHWD.

The additional time associated with this unforeseen condition requiring additional potholing efforts in addition to the original scope of work cost (Bid Item No. 17) is \$ 1,448.49.

Total Cost of Item No. 15 -	\$ 1,448.49
Total Increase of Working Days for Item No. 15 -	2 Days

Item No. 16 – Existing FH (PHWD FH No. 16.01) – 26025 Duval Way

On 6/20/17 PHWD staff contacted PCG to inform that an existing FH (old dry-barrel) along the frontage of 26025 Duval Way had developed a leak at the FH head. The existing FH in question is identified as one of PHWD's future Capital Improvement Projects.

On 6/20/17 PCG visited the existing FH and visually confirmed the leak appeared to be associated with the old bury valve. PCG directed SGI to visit the existing FH to conduct the following: 1) exercise both the FH bury and shut-off valve, 2) flush the FH lateral and 3) flush the water main with PHWD staff present. The valve exercising and flushing operations were unsuccessful in resolving the leak. The existing FH shut-off valve was closed and PCG contacted Santa Clara County Communications and reported the FH out of service until further direction from LAHCFD. Per LAHCFD standards a black bag was placed over the existing FH head.

The additional time associated with investigating the existing FH head (old dry-barrel) leak in addition to the Phase VIII Project total construction cost is \$ 433.74.

Total Cost of Item No. 16 -	\$ 433.74
Total Increase of Working Days for Item No. 16 -	1 Day

Total Cost of Change Order No. 2 -	\$ 9,942.55
Total Increase of Working Days for Change Order No. 2 -	15 Days

Other Terms Remain in Effect

This Change Order fully resolves all cost and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by Stoloski & Gonzalez, Inc. This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.

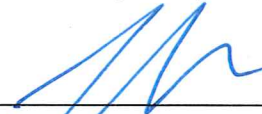
Signature Block

Prepared by:



Kurt Wurnitsch, P.E.
District Inspector
Pakpour Consulting Group

Reviewed by:




Joubin Pakpour, P.E.
Principal Engineer
Pakpour Consulting Group

Reviewed and Approved by:



Stu Farwell
Consultant / Representative to the District
Los Altos Hills County Fire District

Reviewed and Approved by:



Robert Gonzalez
Project Manager
Stoloski & Gonzalez, Inc.

Los Altos Hills hydrant project phaseVIII Invoice

Invoice 739-5
Thru Date 6/30/2017

item	Description	est. qty	unit price	qty.to date	previous amount	qty.this est.	amount this est.	Total to date
1	repaint heads /caps	32ea	\$250.00	32	\$7,500.00	2	\$500.00	\$8,000.00
2	R&R 6" hydrant heads	15	\$5,800.00	15	\$87,000.00	0	\$0.00	\$87,000.00
3	R & R 6" hydrant/break off install new spool/ext	6	\$10,800.00	6	\$64,800.00	0	\$0.00	\$64,800.00
4	R & R 6" hydrant/break off install new spool/ext	33	\$10,800.00	40	\$410,400.00	2	\$21,600.00	\$432,000.00
5	R & R full hyd asmy	8	\$10,500.00	6	\$63,000.00	0	\$0.00	\$63,000.00
6	R & R full hyd asmy to ext GV remains	10	\$11,500.00	9	\$69,000.00	3	\$34,500.00	\$103,500.00
7	R & R head BO/CV burry FH GV	7	\$12,900.00	5	\$64,500.00	0	\$0.00	\$64,500.00
8	R & R head BO/CV burry FH GV and tee 6" tie in	1	\$14,500.00	1	\$14,500.00		\$0.00	\$14,500.00
9	R & R head BO/CV burry FH GV and tee 8" tie in	1	\$15,000.00	2	\$30,000.00	0	\$0.00	\$30,000.00
10	FH #13 FH Assy	1 LS	\$18,500.00	0			\$0.00	\$0.00
11	FH #18 FH Assy	1 LS	\$16,500.00	2	\$16,500.00	1	\$16,500.00	\$33,000.00
12	FH #20 FH Assy	1LS	\$16,500.00	0			\$0.00	\$0.00
13	FH #28 FH Assy	1LS	\$16,500.00	1		1	\$16,500.00	\$16,500.00
14	FH #57 FH Assy	1LS	\$14,500.00	0			\$0.00	\$0.00
15	FH #67 FH Assy	1LS	\$14,500.00	1	\$14,500.00		\$0.00	\$14,500.00
16	FH #96 FH Assy	1LS	\$16,500.00	1	\$16,500.00		\$0.00	\$16,500.00
17	FH #2119 FH Assy	1LS	\$14,500.00	1	\$14,500.00		\$0.00	\$14,500.00
18	R&R gv box adj to grade	15	\$350.00	19	\$6,650.00		\$0.00	\$6,650.00
19	R&R GV box riser	59	\$250.00	48	\$10,000.00	8	\$2,000.00	\$12,000.00
20	R&R hydrant Ret wall	1	\$4,000.00	1		1	\$4,000.00	\$4,000.00
21	Install ret wall	8	\$3,800.00	7	\$11,400.00	4	\$15,200.00	\$26,600.00
22	replace bollards	30	\$550.00	38	\$18,150.00	5	\$2,750.00	\$20,900.00
23	paint exst hyd bollards	43	\$200.00	44	\$7,200.00	8	\$1,600.00	\$8,800.00
24	R&R marker post	6	\$250.00	0			\$0.00	\$0.00
25	replace 1" water conection	4	\$2,600.00	0			\$0.00	\$0.00
26	replace 2" water conection	1	\$3,800.00	0			\$0.00	\$0.00
27	1" air valve combo	1	\$4,400.00	0			\$0.00	\$0.00
28	FH 6" GV as directed	6	\$2,600.00	2	\$5,200.00		\$0.00	\$5,200.00
29	FH 6" GV as directed for connection	3	\$2,900.00	3	\$8,700.00		\$0.00	\$8,700.00
30	FH 8" GV as directed for connection	3	\$3,000.00	0			\$0.00	\$0.00

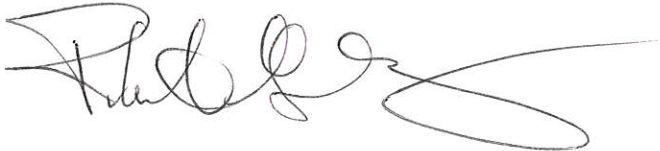
PAGE 1 totals \$940,000.00 \$115,150.00 \$1,055,150.00

Stoloski Gonzalez Inc
727 Main St
Half Moon Bay, Ca 94019

31	AC trench repair	720sf	\$13.00	1126	(650) 720-9119	1126	\$14,638.00	\$14,638.00
32	AC berm	15lf	\$40.00	9		9	\$360.00	\$360.00
33	curb and gutter	40lf	\$75.00	0			\$0.00	\$0.00
34	thermal striping	25lf	\$30.00	0			\$0.00	\$0.00
35	water truck	1	\$8,000.00	0			\$0.00	\$0.00
36	const signs	1	\$3,000.00	1			\$0.00	\$3,000.00
CCO1	field order 1-4		\$6,598.70			FO 3&4	\$9,942.55	\$15,315.49
			PAGE 2				\$24,940.55	\$34,539.25
			PAGE 1				\$115,150.00	\$1,055,150.00

Previous	\$949,598.70	\$140,090.55	\$1,089,689.25
RETENTION 5%	-\$47,479.93	-\$7,004.52	\$54,484.45
LESS PREVIOUS	\$902,118.77		\$902,118.77
		Total Due	\$133,086.03

Submitted by Robert Gonzalez



Los Altos Hills County Fire District (LAHCFD)
Preliminary Engineer's Opinion of Probable Construction Cost Estimate for Budgeting Purposes Only
for Preliminary & Final Design, Construction Management and Construction Phases
Fire Hydrant Replacement Project - Phase VIII
Prepared for July 25, 2017 BOC Meeting

		2015 to 2017																				
Description	DEC (15)	JAN (16)	FEB (16)	MAR (16)	APR (16)	MAY (16)	JUNE (16)	JUL (16)	AUG (16)	SEP (16)	OCT (16)	NOV (16)	DEC (16)	JAN (17)	FEB (17)	MAR (17)	APR (17)	MAY (17)	JUN (17)	JUL (17)	AUG (17)	TOTAL
	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Est.)	(Est.)	
Preliminary & Final Design																						
Field Investigation, Planning, Design,																						
Advertise & Award:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 19,554	\$ 21,029	\$ 19,263	\$ 10,187	\$ 11,050	\$ 10,130	\$ 1,637	\$ 457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,340	\$ 151,070
Sub-Consultant (Tree Arborist):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 19,554	\$ 21,029	\$ 19,263	\$ 10,187	\$ 11,050	\$ 10,130	\$ 1,637	\$ 457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,340	\$ 151,070
Construction Management																						
Construction Management:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,416	\$ 13,172	\$ 15,346	\$ 16,193	\$ 26,673	\$ 30,477	\$ 37,698	\$ 29,155	\$ 20,000	\$ 9,404	\$ 208,534
Sub-Consultant (Geotech & Tree Arborist):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,474	\$ -	\$ 7,992	\$ 2,000	\$ -	\$ 11,466
Contingency (0%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,416	\$ 13,172	\$ 15,346	\$ 16,193	\$ 26,673	\$ 31,951	\$ 37,698	\$ 37,147	\$ 22,000	\$ 9,404	\$ 220,000
Lowest Bidding Contractor's Construction Cost (Including 10% Contingency)																						
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 203,550	\$ 273,050	\$ 214,100	\$ 253,800	\$ 144,348	\$ 52,862	\$ -	\$ 1,141,710
Contingency (10%):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,099	\$ (4,257)	\$ 113,358	\$ -	\$ 114,200
Sub-total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 203,550	\$ 273,050	\$ 214,100	\$ 258,899	\$ 140,091	\$ 166,220	\$ -	\$ 1,255,910
Total:	\$ 3,095	\$ 10,609	\$ 10,164	\$ 11,476	\$ 7,404	\$ 12,675	\$ 19,554	\$ 21,029	\$ 19,263	\$ 10,187	\$ 11,050	\$ 20,546	\$ 14,809	\$ 15,803	\$ 219,743	\$ 299,723	\$ 246,051	\$ 296,597	\$ 177,238	\$ 188,220	\$ 11,744	\$ 1,626,980

RESOLUTION NO. 17-

RESOLUTION OF THE BOARD OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT DECLARING BRUSH GROWING ON CERTAIN DESCRIBED PROPERTIES TO BE A PUBLIC NUISANCE AND POTENTIAL FIRE HAZARD AND SETTING HEARING FOR OBJECTIONS TO PROPOSED REMOVAL.

WHEREAS, brush is growing in the Los Altos Hills County Fire District ("District") upon certain streets, sidewalks, highways, roads and private property; and

WHEREAS, said brush constitute a public nuisance;

NOW, THEREFORE, the Board of the Los Altos Hills County Fire District does RESOLVE as follows:

1. Brush does now create a public nuisance and potential fire hazard.
2. Said nuisance exists or recurs upon all the streets, sidewalks, highways, roads and private property, more particularly described by common name or by reference to the tract, block, lot, code area, or parcel number on the report by the Santa Clara County Fire Marshal.
3. Said nuisance must be abated throughout the year by removal of said brush; otherwise they will be removed by the District and such cost will constitute a lien upon the responsible property until paid.
4. It is ordered that Tuesday, the 19th of September, 2017, at the hour of 7:00 p.m. at the Board Room of the District, 12355 El Monte Road, Los Altos Hills, CA, 94022 is hereby fixed as the time and place when objections to the proposed destruction or removal of brush shall be heard and given due consideration.
5. The Santa Clara County Fire Marshal is hereby designated as the person to cause notice of the adoption of this resolution to be given in the manner and form provided in the Health and Safety Code Section 14890 et seq., Resolution 97-1, and as provided by law, and as the person to hereafter cause abatement of such seasonal and recurring nuisance.

REGULARLY PASSED AND ADOPTED BY THE District Board on this 25th of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST: _____
Jeanne Evilsizer, Clerk

George K. Tyson, President

8,

RESOLUTION NO. 17-

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT AUTHORIZING EXECUTION OF
PROFESSIONAL SERVICES AGREEMENT WITH _____ FOR
REMOVAL AND TRIMMING OF TREES IN AREAS 5 & 6 OF THE DISTRICT.**

WHEREAS, on June 2, 2017, the Los Altos Hills County Fire District ("District") released a Request for Proposal for professional services to trim and remove certain trees within Areas 5 & 6 of the District ("RFP");

WHEREAS, the proposals on the RFP were due on July 7, 2017, and three companies submitted proposals on the RFP by the deadline;

WHEREAS, the District's Tree Committee presented information on the RFP proposals to the District Board; and

WHEREAS, the District Board selected the proposal submitted by _____ as the most advantageous to the District based on the Evaluation Criteria set forth in the RFP.

NOW, THEREFORE, the District Board does **RESOLVE** as follows:

1. Public interest and convenience require the District to enter into a Professional Services Agreement with _____ for removal and trimming of trees in Areas 5 & 6 of the District ("Agreement"); and
2. The District hereby approves award of the Agreement to _____ and the District President is hereby authorized on behalf of the District to execute the Agreement between the District and _____.

PASSED AND ADOPTED this 25th day of July, 2017.

By: _____
George Tyson, Board President

ATTEST:

District Clerk



Pakpour Consulting Group, Inc.

July 14, 2017

10003.22

Board of Commissioners
Los Altos Hills County Fire District
Post Office Box 1766
Los Altos Hills, CA 94023-1766

**Subject: Tree Pruning and Removal Program (Areas 5 and 6)
Request for Proposals (RFP) Ranking and Results
Los Altos Hills County Fire District (District)**

Dear Board of Commissioners,

On July 7, 2017 the District received three (3) proposals for the Tree Pruning and Removal Program for Areas 5 and 6.

A selection committee consisting of District Commissioners and Consultants met on July 12, 2017 to review and rank each of the proposals. *Pakpour Consulting Group* reviewed each RFP to ensure the contractors satisfy the minimum requirement for the program. Enclosed is a checklist showing each of the contractors conforming to the general requirements.

The selection committee reviewed and ranked the three proposals in the following manner:

<u>Firm</u>	<u>Rank</u>	<u>Cost Proposal</u>
S.P. McClenahan	1	\$ 698,890.00
West Coast Arborists	2	\$ 1,069,500.00
Bay Area Tree Specialists	3	\$ 1,220,640.00

The selection committee concluded the firm best qualified to provide their service for the tree program is S.P. McClenahan. Therefore, the selection committee recommends the Board of Commissioners to consider authorizing and awarding the contract to S.P. McClenahan in the amount of \$698,890.00.

Very truly yours,

Pakpour Consulting Group, Inc.

Victor Fung
Staff Engineer

Enclosures: RFP Checklist Requirements dated July 7, 2017 (1 Page)

cc: George Tyson, LAHCFD, via email gttyson@gmail.com
Duffy Price, LAHCFD, via email duffy555@gmail.com
Jeanne Evlitzky, LAHCFD, via email jeannefire@crusers.net
Carienne Vargas, LAHCFD, via email cari_vargas@yahoo.com
Stu Farwell, LAHCFD, via email stufarwell@aol.com
Dan Siegel, Jorgenson, District Attorney, Siegel, McClure & Fiegel, LLP, via email dks@smf.com
Jennifer Bayer, Jorgenson, District Attorney, Siegel, McClure & Fiegel, LLP, via email jab@smf.com
Robin Riggings, Jorgenson, District Attorney, Siegel, McClure & Fiegel, LLP, via email chr@smf.com

\\Projects\LAHCFD - 10003.00\22-Tree Program RFP - Areas 5 and 6\Correspondence\Letter\22-LAHCFD-Tree Program Areas 5 and 6-BOC-17.07.14-Proposal Results.docx



Tree Pruning and Removal Program (Areas 5 and 6)
Los Altos Hills County Fire District
Request for Proposal (RFP) Checklist Requirements
RFP Due Date - July 7, 2017 at 2:00 p.m.

Job Number:
10003.22

REQUIREMENTS						
Firm Profile, Background, Experience, & Financial Statements Provided	Key Personnel and Staffing Information	ISA Certified Arborist	ISA Certified Tree Worker	References Receiving Tree Services (minimum 3)	Approach to Scope of Work Provided	Cost Proposal (Exhibit C)
Yes	Richard Smith richard@bayareatreespecialists.com bayareatreespecialists@earthlink.net 408-466-3469 Cell	Yes	Yes	Yes	Yes	\$1,220,640.00
Yes	Josh McClenahan joshua@spmcclenahan.com 650-326-8781	Yes	Yes	Yes	Yes	\$698,890.00
Yes	Patrick Mahoney President Victor Gonzalez vgonzlaez@wcainc.com	Yes	Yes	Yes	Yes	\$1,069,500.00

9

RESOLUTION NO. 17-

**RESOLUTION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
APPROVING AND AUTHORIZING EXECUTION OF AGREEMENT BETWEEN
THE LOS ALTOS HILLS COUNTY FIRE DISTRICT AND PAKPOUR
CONSULTING GROUP, INC. FOR CONSULTING SERVICES**

WHEREAS, the Board of the Los Altos Hills County Fire District ("District") entered into an Agreement dated April 18, 2006, ("2006 Agreement") with Pakpour Consulting Group, Inc., ("Consultant") for services to prepare plans and specifications for installation and possibly upgrades of fire hydrants and water mains within the District; and

WHEREAS, the that 2006 Agreement has been amended several times since, and in 2016 the District authorized Consultant to perform additional services to help the District manage its Request for Proposal ("RFP") process; and

WHEREAS, the District's general contract requirements have been revised since 2006 to include important additional terms;

WHEREAS, the District now desires to enter into a new agreement for consulting services effective September 1, 2017, with Consultant; and

WHEREAS, the District has read and considered that certain new Agreement between the District and Consultant for consulting services ("Agreement") which is attached hereto as **Exhibit A**.

NOW, THEREFORE, the Board District does **RESOLVE** as follows:

1. Public interest and convenience require the District to enter into the new Agreement described above and attached hereto as **Exhibit A**.
2. The District hereby approves the Agreement and the District Board President is hereby authorized on behalf of the District to execute the Agreement attached hereto.

PASSED AND ADOPTED this ____ day of _____, 2017.

By:

George Tyson, Board President

ATTEST:

District Clerk

AGREEMENT BETWEEN THE LOS ALTOS HILLS COUNTY FIRE DISTRICT AND PAKPOUR CONSULTING GROUP, INC. FOR CONSULTING SERVICES

This Agreement for consulting services is made and entered into on June ____, 2017, by and between the LOS ALTOS HILLS COUNTY FIRE DISTRICT ("District") and PAKPOUR CONSULTING GROUP, INC. ("Consultant"). In consideration of their mutual covenants, the parties hereto agree as follows:

Recitals

- A. WHEREAS, in 2006 the District entered into an agreement ("2006 Agreement") with Consultant for services to prepare plans and specifications for installation and possibly upgrades of fire hydrants and water mains within the District;
- B. WHEREAS, that 2006 Agreement has been amended several times since, and in 2016 the District authorized Consultant to perform additional services to help the District manage its Request for Proposal ("RFP") process; and
- C. WHEREAS, the District and Consultant now desire to enter into a new Agreement for Consulting Services and terminate the 2006 Agreement.

NOW THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, and incorporating the Recitals above, the parties hereby agree as follows:

- 1. SCOPE AND LEVEL OF SERVICES. Consultant shall provide the following professional services for the District:
 - a. Consultant shall prepare plans and specifications for installation and possible upgrades of fire hydrants and water mains within the District (collectively "Project").
 - b. Consultant shall help the District manage its RFP process, which duties shall include, but not be limited to, advertising for and collecting RFP responses, and assisting the Tree Committee in making a recommendation on granting the contract, which will then go to the District Commission for approval.
 - c. Consultant shall provide additional services as may be authorized in writing or verbally by the District or its representative, Stu Farwell, or other representative authorized by the District, within seven (7) days of the verbal authorization.
- 2. TERM. The services furnished under this Agreement shall commence on September 1, 2017 and shall continue thereafter, unless terminated pursuant to Paragraph 11 below.
- 3. COMPENSATION.
 - a. Those services performed by Consultant pursuant to this Agreement shall be compensated as indicated in the Schedule of Charges, attached hereto as Exhibit A.
 - b. Consultant shall submit a monthly bill by the 12th of each month.

- c. All billing shall be sent directly to the to the following address:

Jeanne Evilsizer
Los Altos Hills County Fire District
P.O. Box 1766
Los Altos, CA 94023

4. COMPLIANCE WITH LAW. All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the District, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered. Such compliance with the law shall include, but not be limited to, compliance with any and all applicable prevailing wage regulations and Department of Industrial Relations concerning registration of subcontractors.
5. INDEPENDENT CONSULTANT. Consultant is, and shall at all times remain as to the District, a wholly independent Consultant and not an agent or employee of District. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the District except as expressly set forth in this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the District or otherwise act on behalf of the District as an agent. Neither the District, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the District. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold the District harmless from any and all taxes, assessments, penalties, and interest asserted against the District by reason of the independent Consultant relationship created by this Agreement. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the District harmless from any failure of Consultant to comply with applicable worker's compensation laws.
6. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the District. Consultant covenants that all data, documents, discussion, or other information developed and received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by the District. The District shall grant such authorization if disclosure is required by law. Upon request, all District data shall be returned to the District upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.
7. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would

conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Consultant agrees not to accept any employment or representation during the term of this Agreement which is or may make Consultant "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the District on any matter in connection with which Consultant has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the District.

8. ASSIGNABILITY; SUBCONTRACTING. The Parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the District, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.
9. INDEMNIFICATION.
 - a. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the District) and hold harmless the District, and its elective or appointive boards, officers, employees agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.
 - b. The District does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the District or the deposit with the District of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
10. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit B entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the District's Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the District's Attorney. Consultant agrees to provide District with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

11. TERMINATION.

- a. The District or Consultant may terminate the Agreement, with or without cause, following twenty (20) days written notice of intention to terminate. In the event the Agreement is terminated, Consultant shall be paid for any services properly performed and authorized to the last working day the Agreement is in effect and Consultant shall not be entitled to any other compensation. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the District. The District's right of termination shall be in addition to all other remedies available under law to the District.
- b. In the event of termination, Consultant shall deliver to the District copies of all reports, documents, and other work prepared by Consultant under this Agreement, if any. If Consultant's written work is stored electronically, Consultant shall, in addition to providing a written copy of the information shall provide the District with the electronic files. District shall not pay Consultant for services performed by Consultant through the last working day the Agreement is in effect unless and until Consultant has delivered the above described items to the District.

12. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to District for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement. Consultant understands that the Public Records Act may apply to documents created under this Agreement and Consultant covenants and agrees to assist District in responding to Public Record Act Requests at no additional cost to District. Consultant agrees that the Consultant's covenants under this Section shall survive the termination of this Agreement.

13. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the District of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the District's making of any payment to Consultant constitute or be construed as a waiver by the District of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by the District shall in no way impair or prejudice any right or remedy available to the District with regard to such breach or default.

14. EXHIBITS. All documents referenced and attached as exhibits in this Agreement are hereby incorporated into this Agreement. The following attached exhibits are hereby made part of this Agreement:

- a. Exhibit A: Schedule of Charges
- b. Exhibit B: Insurance Requirements

15. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To District:

President
Los Altos Hills County Fire District
P.O. Box 1766
Los Altos, CA 94023-1766

To Consultant :

Joubin Pakpour
Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588
Fax: (925)244-7726

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

16. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.
17. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be Santa Clara County.
18. COOPERATION. In the event any claim or action is brought against the District relating to Consultant 's performance or services under this Agreement, Consultant shall render any reasonable assistance and cooperation which District might require.
19. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the District and Consultant . This Agreement supersedes all prior oral and written negotiations, representations or agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement.

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IN WITNESS WHEREOF, the District and Consultant have executed this Agreement effective as of the date written above.

DISTRICT:

By:

District President

CONSULTANT :

By:

Joubin Pakpour, Principal Engineer

EIN: _____

ATTEST:

District Secretary

EXHIBIT A

		<u>Current</u>	<u>Industry Average</u>	<u>Proposed</u>
Principal Engineer	Joubin Pakpour, P.E.	\$155 / hour	\$230 / hour	\$190 / hour
Senior Engineer	Gary Ushiro P.E. Kurt Wurnitsch, P.E. Kevin O'Toole, P.E.	\$145 / hour	\$192 / hour	\$165 / hour
Engineer II	Brandon Laurie, P.E. Victor Fung, E.I.T.	\$130 / hour	\$169 / hour	\$145 / hour
Engineer I	Feraydoon Farsi, E.I.T.	\$120 / hour	\$145 / hour	\$130 / hour
Engineering Tech		\$80 / hour	\$115 / hour	\$100 / hour
Administrative	Maria Kwon	\$60 / hour	\$81 / hour	\$70 / hour
Subconsultant Mark Up		15%	10%	10%

The District will be notified of the job titles of new *Pakpour Consulting Group* staff within 30 days of hiring. A 5% direct expense fee will be added to the above rates for mileage, telephone, plots, prints, etc.

Exhibit B

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. MINIMUM SCOPE OF INSURANCE. Coverage shall be at least as broad as:

1.1 Insurance Services Office (ISO) Form No. CG 0001 covering Commercial General Liability on an "occurrence" basis, including products-completed operations, personal injury and advertising injury.

1.2 Insurance Services Office Form (ISO) No. CA 0001 covering Automobile Liability, Code 1 (any auto), or if Consultant has no owned autos Code 8 (hired autos) and Code 9 (non-owned autos).

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

2. MINIMUM LIMITS OF INSURANCE. Consultant shall maintain limits no less than:

2.1 Commercial General Liability. (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) per occurrence. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 Automobile Liability. One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 Workers' Compensation and Employer's Liability. Workers' compensation insurance with Statutory Limits as required by the Labor Code of the State of California, and Employer's Liability Insurance with One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the District. At the option of the District, either: the Consultant shall purchase insurance to reduce or eliminate such deductibles or self-insured retentions as respects the District, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The District, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall be at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later versions used.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the District, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the District, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the District, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the District's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the District.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provisions set forth in subsections 4.1.3 and 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

4.4 Claims Made Policies. If any of the required policies provide claims-made coverage, the District requires that coverage with a Retroactive Date prior to the contract effective date, or extended reporting period, be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the District with original certificates and amendatory endorsements affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

P.O. Box 1766
Los Altos, CA 94023-1766

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insured under its policies or shall require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.

RESOLUTION NO. 17-

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
LOS ALTOS HILLS COUNTY FIRE DISTRICT AUTHORIZING EXECUTION OF
AGREEMENT WITH EKI ENVIRONMENT & WATER, INC. FOR PROFESSIONAL
CONSULTING SERVICES RELATED TO MANAGEMENT OF PROPOSED FIRE
FLOW IMPROVEMENT PROJECTS.**

WHEREAS, in order to assist the District in its endeavors to improve fire flow availability from fire hydrants within the District, the District desires to hire a professional consultant to assist in developing a plan to responsibly fund water fire flow improvement projects and to improve public safety;

WHEREAS, at the District's June 20, 2017, meeting, the District Board was presented with the Water Infrastructure Subcommittee Report on proposals from three engineering consulting firms that have experience with water infrastructure projects; and

WHEREAS, the District Board selected the proposal submitted by EKI Environment & Water, Inc. ("EKI") as the most advantageous to the Board.

NOW, THEREFORE, the District Board does **RESOLVE** as follows:

1. Public interest and convenience require the District to enter into an Agreement for Professional Consulting Services for Management of Proposed Fire Flow Improvement Projects ("Agreement") with EKI attached hereto as **Exhibit A**.

2. The District hereby approves the Agreement and the District Board President is hereby authorized on behalf of the District to execute the Agreement attached hereto.

PASSED AND ADOPTED this 25 day of July, 2017.

By: _____
George Tyson, Board President

ATTEST:

District Clerk

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RESOLUTION NO. 17-

**RESOLUTION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
AMENDING RESOLUTION 15-6 AND COMMITTING FUNDS FOR FISCAL
YEAR 2017-2018**

WHEREAS, on May 19, 2015, the Board of Commissioners of the Los Altos Hills County Fire District ("District") determined it is necessary to address GASB 54 and the commitment of funds; and

WHEREAS, the District's adopted Resolution 15-6 to comply with GASB 54 and to commit funds; and

WHEREAS, the Board of Commissioners as the District's highest level of decision making authority, may commit a portion of its fund to Committed Funds for specific purposes and it may impose specific constraints on those Committed Funds; and

WHEREAS, the District has determined that committing funds for Insurance is no longer reasonable or appropriate; and

WHEREAS, the District has adopted a budget for Fiscal Year 2017-2018 in which it no longer commits funds for Insurance; and

WHEREAS, it is necessary to Amend Resolution 15-6 to reflect the withdrawal of the commitment

NOW, THEREFORE, the Board District does **RESOLVE** as follows:

1. Resolution 15-6 shall be amended as follows:
 - a. The One Hundred Thousand Dollars (\$100,000.00) commitment for Insurance shall no longer be committed; and
 - b. The One Hundred Thousand Dollars (\$100,000.00) shall be placed in the unassigned fund; and
 - c. The Funds Committed to Emergency Operations and Operations remain reasonable and appropriate and shall remain unchanged at
 - i. Emergency Operations \$2,000,000.00
 - ii. Operations \$2,000,000.00
 - d. Whereas the new total of Committed Funds for 2017-2018 is Four Million Dollars (\$4,000,000.00).
2. The District hereby authorizes the President and the District's financial consultant to take any and all, if any, additional steps necessary to

decommit the \$100,000.00 of Insurance funds and to place the \$100,000.00 in the unassigned fund as set forth in Paragraph 1 and/or to comply with GASB 54.

PASSED AND ADOPTED this 25th day of July, 2017.

By:

George Tyson, Board President

ATTEST:

District Clerk

RESOLUTION NO. 15-6

**RESOLUTION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT
COMMITTING FUNDS FOR FISCAL YEAR 2015-2016**

WHEREAS, the Board of Commissioners of the Los Altos Hills County Fire District ("District") has determined it is necessary to address GASB 54 and the commitment of funds; and

WHEREAS, the District's Auditor has recommended that the District adopt a Resolution to comply with GASB 54; and

WHEREAS, the Board of Commissioners as the District's highest level of decision making authority, may commit a portion of its fund to Committed Funds for specific purposes and it may impose specific constraints on those Committed Funds; and

WHEREAS, the District has determined that the amounts of the committed funds are reasonable and appropriate for the needs of each category; and

WHEREAS, the District has \$4,496,405.00 in unassigned funds in the 2015-2016 budget; and

WHEREAS, the District has adopted a budget for Fiscal Year 2015-2016 in which it has committed funds that cannot be used for other purpose unless this Resolution is amended;

NOW, THEREFORE, the Board District does **RESOLVE** as follows:

1. For Fiscal Year 2015-2016 the following amounts shall be committed for the purpose of GASB 54:

a.	Emergency Operations	\$2,000,000.00
b.	Operations	\$2,000,000.00
c.	Insurance	\$ 100,000.00

Total	\$4,100,000.00
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2. The purpose of the Committed Funds for Emergency Operations is to ensure that adequate funds are available for unplanned emergency operations such as a major earthquake and/or fire. It is impossible to know exactly what funding level might be required to handle a major emergency. But a reasonable expectation is that roughly twice the normal operations expenditure rate could be expected in a major conflagration or earthquake. A major conflagration or

earthquake is defined as one that exceeds the District's standard resources and/or leads to loss of life or significant property damage. The Commission has determined that based on its projections of the potential need in an emergency for overtime, extraordinary expenses, outside assistance and emergency repair of property that \$2,000,000.00 is a reasonable and prudent committed reserve amount to commit to those needs.

3. The purpose of the Committed Funds for Operations is to accommodate four months of basic operation expenses if property tax revenues are not forthcoming. The Commission has determined that \$2,000,000 is a reasonable and prudent amount to commit to project the District should property tax revenue not be forthcoming. Basic operations consist of, but are not limited to payment of contracted fire services, consulting and professional services, commissioner's fees, ordinary repair/maintenance of hydrants and water mains.

4. The purpose of the Committed Funds for Insurance is to augment and procure additional insurance to cover liabilities accrued from the District's normal operations, the Commission's District operations and the Commission's and individual's decisions.

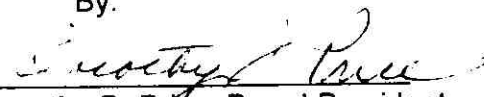
The Fire District has insurance. It was originally believed to have been adequate for the need and has been in place for many years. However, when the coverage was more closely examined, it was analogous to a simple home insurance policy rather than a Municipal or Commercial policy type.

The Commissioners also realized that the District's operations and decisions have potentially large liabilities. They realized that the District is under-insured and an effort to procure adequate insurance began. The Commission does not yet have a good estimate for the cost for such insurance. Although, using comparative estimates from other businesses and, absent other estimates, the Commission has determined that \$100,000.00 is a reasonable and prudent amount to commit to those needs for the coming fiscal year. Once the actual insurance cost is known, future budgets will be appropriately revised to annually plan for this new expense.

5. The District hereby authorizes the President and the District's financial consultant to take any and all, if any, additional steps necessary to commit the funds as set forth in Paragraph 1 and/or to comply with GASB 54.

PASSED AND ADOPTED this 19th day of May, 2015.

By:


Dorothy D. Price, Board President

ATTEST:


District Clerk

Los Altos Hills County Fire District

Strategic Plan 2015 - 2020

Ad Hoc Committee Report

July 25, 2017

Location: El Monte Fire Station

Ad Hoc Committee: Commissioners Duffy Price, Janice Carr, Roger Spreen

AGENDA for Committee Meeting on June 2, 2017:

1. Review & document feedback from Commission Meeting of June 20, 2017- Re: Goals 1, 2, 3
2. Review draft Commission Meeting minutes documenting the feedback recorded. (See attached draft minutes.)
3. Modify or edit as needed to reflect input.
4. Develop draft outline for role/responsibilities of a new executive position based on input from commissioners.
5. Develop summary report for next Special Commission Meeting on July 25, 2017.
6. Next Meeting Date: TBD following July 25, 2017 Commission meeting

Meeting Notes:

1. Agreed that the Commission requested that duties/responsibilities of a proposed management position be drafted.
 2. Review of Draft Commission Meeting minutes reflected the input from Commissioners.
 3. Summary report to include:
 - Draft position description with duties and responsibilities detailed. (Roger to write draft)
 - Additional Strategic Plan implementation elements:
 - a. Salary data – Request George to continue review based on Special District's Salary Survey
 - b. Need for Commissioner Orientation Program to include: written role responsibilities; familiarity with SCCFD departments & organization charts, i.e., defining roles/responsibilities; tour of administrative building, orientation of various service apparatus & schedules for deployment.
-

Report to Commission – July 25, 2017

Review Proposed LAHCFD Management Position Draft Job Description

- See Attachment

Additional Work to Implement Goals 1, 2, 3 for Strategic Plan Committee

1. **Salary data** – Request George Tyson to continue review based on Special District's Salary Survey
 2. **Review the need for Commissioner Orientation Program** – To include written role responsibilities for commissioners; familiarity with SCCFD departments & organization charts, i.e., defining roles/responsibilities; tour of administrative building, orientation of various service apparatus & schedules for deployment.
-

July 14, 2017

Reviewed & Submitted by

Janice Carr, Commissioner

D. Price, Commissioner

Roger Spreen, Commissioner

Proposed LAHCFD Management Position

First Draft - July 13, 2017

Role: LAHCFD General Mgr / Exec Director

Reports to: LAHCFD Commission

Responsibilities:

1. Operations

- a. Oversee the implementation and compliance of the Joint Los Altos Hills County Fire District / City of Los Altos Fire Contract with Santa Clara County Fire Department (SCCFD)
- b. Manage/oversee all LAHCFD operations, projects, activities, and services
- c. Establish priorities for activities, and assure proper allocation of personnel and other resources
- d. Support CERT organization in both ongoing operations and strategic growth, in concert with SCCFD OES and the Emergency Services Coordinator
- e. For capital projects:
 - i. work with Commission and Consultants to define RFPs
 - ii. find and assess relevant vendors
 - iii. oversee vendor selection and contract execution
 - iv. monitor and report progress, and resolve issues

2. Personnel

- a. Recommend to the Commission internal organizational structures, staff/contractor assignments, and service levels needed to achieve the Commission's operational goals
- b. Recommend, train, supervise, and evaluate all ongoing staff/contractors

3. Fiscal integrity

- a. Lead the annual process of achieving an approved budget, working with the Finance Consultant and selected Commissioners
- b. Manage, allocate, and monitor LAHCFD resources and expenditures within the approved budget, and present suggested modifications
- c. Prepare and communicate monthly financial reports (working with Financial Consultant) that accurately reflect expenditures, the financial condition of the District, and the individual financial status of individual projects

4. Commission Support

- a. Serve as operational point of contact for all LAHCFD issues, working closely with the Board President, Attorney, and District Clerk
- b. Enable Commission & subcommittee meetings, working with the District Clerk, to:
 - i. properly agendaize, notice, and record meetings
 - ii. prepare and distribute reports in advance
 - iii. ensuring the presence of required representatives and stakeholders for relevant hearings
 - iv. present recurring reports to the Commission on the status of all ongoing projects
 - v. follow up on meeting items as directed by the Commission
- c. Oversee existing and planned initiatives resulting from the District's Strategic Plan, including organizational, documentation, and service aspects with a long-term focus

5. Partner Interface

- a. Interface with all relevant employees of Santa Clara County Fire Dept to assure expected levels of ongoing service to LAHCFD residents, and to resolve issues that arise
- b. Interface with County Board of Supervisors and LAHCFD Attorney to assure proper District compliance in all matters of governance
- c. Interface with Town of Los Altos Hills in coordinating all overlapping responsibilities for emergency services

6. Public Communication

- a. Be the front-line public face of the District, handling calls, emails, and visits with residents concerning all matters of the District
- b. Continue developing the LAHCFD website (working with the Web Consultant) to communicate and interact with residents
- c. Publicly represent the District before a wide array of stakeholders, including residents, County Fire officials, LAH Town officials, emergency services, and media
- d. Attend official functions and meetings to represent LAHCFD
- e. Facilitate and coordinate public outreach events for educating residents about fire safety and LAHCFD programs

12.1.

Tree Subcommittee Report

For July 25, 2017 LAHFCD Board Meeting

Prepared by George Tyson (chair) and Duffy Price (with support from Stu Farwell and Dan Siegel)

At the June 20 LAHFCD Board meeting, the statuses of all Areas were reported.

Status for Areas 3&4

Tree work continues to be underway. A verbal update will be provided at the meeting (Stu).

Status of Areas 5&6

The Tree Subcommittee met on 7/12 (with the inclusion of Roger Spreen) to review responses. We were pleased to have three qualified bidders for the work in these areas. We applied a methodical process, using the criteria outlined in the RFP sent to bidders, and that is shown in the attached spreadsheet. Based on the criteria outlined, we recommend that the Board approve proceeding with a contract with S.P. McClenahan.

The Future of Tree Trimming and Removal

The Tree Subcommittee has reached the following conclusions, now that the third and final stage of our rotating RFP process' end is in sight:

- Note that the purpose of this program is to support LAHFCD's core mission of Fire Prevention and Fuel Management
- The tree removal and trimming program continues to be a popular and useful service for residents of the District, with ~1600 trees having been trimmed or removed, thus reducing flammable risk.
- The methodical process of soliciting tree requests from residents, arborist evaluation, and competitive bidding has led to significant savings for the District, while ensuring that an open and fair process has been used.
- Given the high death rate of trees after our recent drought (Monterey Pines in particular) and the continued significant presence of hazardous eucalyptus trees, removal and trimming of trees is expected to continue to be a significant and valuable service to our residents.
- The process used during this phase has been cumbersome, with considerable effort gone into preparation of each bid package, selection, and contracting. This has also led to dead trees being removed well over a year after being identified by residents.

The Tree Subcommittee has developed the following recommendations, based in part on the greater pricing experience from the past three phases of RFPs:

- A new phase should be implemented, that solicits tree removal/trimming responses by residents across the District. Form of solicitation can include traditional cards, website alerts, and other means.
- Each tree so identified will be assessed by an Arborist to ensure that it qualifies according to LAHFCD standards.
- Based on existing experience with tree removal/trimming pricing, the Arborist will establish a price for a suitable number of trees. As a starting point, a monthly "bundling" of trees will be proposed. We estimate this is about 100 trees per month.

- This bundle of trees will be offered to a Preferred Tree Company (PTC), which will have been previously identified and a contract established. The PTC will either accept the Arborist-determined price, or will make a counter-proposal. Any counter-proposal requires Fire Consultant and Attorney approval to proceed.
- The initial term of this process will be one year, during which time the progress will be monitored and reported monthly. After that time, the process may be extended or amended as per Board approval.
- *The preceding is one approach for dealing with future tree work, and we solicit ideas on other approaches.*

Next Steps

We project that, for the Sep 19 meeting we will:

- Have a report on tree progress in Areas 1&2 and 3&4 (as part of the Consultant's report)
- Have a report on tree progress in Areas 5&6
- Present a formal proposal for future management of tree removal

Los Altos Hills County Fire District
Tree Program - RFP Assessment
Areas 5&6

Tree Subcommittee: George Tyson, Stu Farwell, Duffy Price, (Roger Spreen - added for Assessment)
Meeting date: Wednesday, July 12 2017, 7PM

			Bay Area Tree Specialists	S.P. McClenahan's	West Coast Arborists
Features of Companies/bids					
Location			San Jose, CA	Portola Valley, CA	Anaheim, CA (San Jose)
Company Staffing			Strong ~30+	Strong ~57	Very strong
Company Financials			Balance sheet appears weak	Strong	Massive company
Documents provided, other comments on packages submitted			Good package, residential focus emphasized	Well structured, complete and organized packet	Very polished package, residential limited
Checkbook top rating*			No	Yes	Not determined
Pricing			\$1,220,640	\$698,890	\$1,069,500
Cost/tree - number of trees:	713		1712	980	1500
					Revised pricing
Tree Committee Assessment			Qualified	Qualified	Qualified
	Weighting				
Firm Profile, Background, etc.	20%		15	19	19
Key Personnel and Staffing	20%		18	19	18
Approach to Scope of Work	20%		18	20	16
Cost Proposal	40%		25	35	28
	Total		76	93	81

We will not retain or share financial information

*www.checkbook.org, rating of Bay Area tree service companies

City of Carmel experience is \$1500-1800/tree (ref Carmel Pine Cone 11/23/16)

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Balance Sheet
As of June 30, 2017

	Jun 30, 17	May 31, 17
ASSETS		
Current Assets		
Checking/Savings		
1000200 · Cash-Commingled	(2,706,974.58)	(2,708,474.58)
1100000 · Cash-Clearing Account	15,807,537.46	15,854,927.59
1112000 · Cash - Imprest Cash	500.00	500.00
Total Checking/Savings	13,101,062.88	13,146,953.01
Total Current Assets	13,101,062.88	13,146,953.01
Fixed Assets		
1301400 · Land (Manual Post)	4,688.00	4,688.00
1302100 · Accum Depr - Buildings	(1,073,853.00)	(1,022,796.00)
1302300 · Buildings and Improvements (MP)	2,552,838.00	2,552,838.00
1303100 · Accum Depr - LI-Fire Hydrants	(312,494.00)	(290,919.00)
1303300 · LI - Fire Hydrants (MP)	1,078,745.00	1,078,745.00
1305100 · Accum Depr - Equipment & Furnit	(59,405.00)	(56,332.00)
1305300 · Equipment and Furniture (MP)	63,118.13	63,118.13
Total Fixed Assets	2,253,637.13	2,329,342.13
TOTAL ASSETS	15,354,700.01	15,476,295.14
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100000 · AP Vendor Reconciliation	227,806.13	
Total Accounts Payable	227,806.13	
Total Current Liabilities	227,806.13	
Total Liabilities	227,806.13	
Equity		
3000000 · Investment in Capital Assets	2,253,637.13	2,329,342.13
3400300 · Fund Balance - Unassigned	7,069,803.11	7,069,803.11
3400930 · Fund Balance - Committed		
3400931 · Committed to Operations	2,000,000.00	2,000,000.00
3400932 · Committed to Insurance	100,000.00	100,000.00
3400933 · Committed to Emergency Ops	2,000,000.00	2,000,000.00
Total 3400930 · Fund Balance - Committed	4,100,000.00	4,100,000.00
Net Income	1,703,453.64	1,977,149.90
Total Equity	15,126,893.88	15,476,295.14
TOTAL LIABILITIES & EQUITY	15,354,700.01	15,476,295.14

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss
June 2017

	Jun 17	Jul '16 - Jun 17
Income		
4001100 · Prop Taxes-Curr Secured	939,476.93	9,414,395.47
4001200 · Prop Taxes-Unitary	0.00	39,732.18
4001210 · Prop Taxes - Unitary Railroad	0.00	774.84
4002100 · Prop Taxes-Curr Unsecured	0.00	623,328.99
4006100 · Property Taxes-SB 813	24,566.81	292,495.76
4301100 · Interest-Dep & Investments		
4301101 · County	12,290.54	78,780.26
Total 4301100 · Interest-Dep & Investments	12,290.54	78,780.26
4302100 · Property Rental	1,500.00	11,000.00
4419100 · Homeowner's Property Tax Relief	6,783.32	45,222.12
4813000 · Misc. Income		
4813800 · Miscellaneous Income - Other	0.00	349.56
4813900 · Misc Reimbursements	0.00	184.59
Total 4813000 · Misc. Income	0.00	534.15
4980220 · Property Taxes - Excess ERAF	9,147.40	9,147.40
Total Income	993,765.00	10,515,411.17
Gross Profit	993,765.00	10,515,411.17
Expense		
5220100 · Insurance	0.00	4,652.78
5225500 · Commissioners Fee	4,200.00	11,900.00
5235400 · Outside Repair & Maintenance		
5235401 · Hydrant Repair & Maintenance	0.00	3,403.13
Total 5235400 · Outside Repair & Maintenance	0.00	3,403.13
5250100 · Office Expense	500.61	7,334.26
5255100 · Professional & Specialized Serv		
5255101 · Annual Audit-Charter	0.00	20,440.00
5255102 · Accounting Services	6,000.00	36,000.00
5255103 · Outside Legal Services	15,833.00	83,920.75
5255104 · Outside Consulting Services	0.00	4,368.80
Total 5255100 · Professional & Specialized Serv	21,833.00	144,729.55
5255500 · Contract Services		
5255501 · Santa Clara Co. Fire Dept.	367,872.47	4,332,641.46
5255502 · Battalion 74 Services	88,850.45	1,084,780.26
5255503 · Emergency Service Coordinator	6,143.76	78,984.61
5255504 · Emergency Prep/Fire Prevention	749.88	3,531.24
5255505 · Extra Fire Season Patrol	14,002.18	242,006.19
5255506 · City of Los Altos Workers Comp.	0.00	493.13
Total 5255500 · Contract Services	477,618.74	5,742,436.89
5257130 · Consultants - General and Admin		
5257131 · Clerk	10,316.66	59,538.99
5257132 · Fire Consultant	9,370.00	56,220.00
Total 5257130 · Consultants - General and Admin	19,686.66	115,758.99

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss
June 2017

	Jun 17	Jul '16 - Jun 17
5258200 · Professional Services-Internal	231.00	231.00
5259200 · Property Tax Admin Fee	86.15	95,154.04
5260100 · Publications and Legal Notices.	1,183.00	5,385.20
5282200 · Projects and Programs		
5282201 · Chipping Program	53,860.13	290,277.37
5282202 · Yard Waste Program	18,760.41	37,332.02
5282203 · Brush Goat Program	17,737.50	17,737.50
5282204 · Buildings and Grounds	325.00	4,801.96
5282206 · Tree Removal & Pruning	196,677.64	1,027,368.39
5282208 · Hydrant/Main Improv.-Purissima	454,761.42	1,301,771.19
Total 5282200 · Projects and Programs	742,122.10	2,679,288.43
5350100 · Misc Expense-Others	0.00	1,683.26
Total Expense	1,267,461.26	8,811,957.53
Net Income	<u>(273,696.26)</u>	<u>1,703,453.64</u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
June 2017

	Jun 17	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
Income				
4001100 · Prop Taxes-Curr Secured	939,476.93	909,500.00	29,976.93	3.3%
4002100 · Prop Taxes-Curr Unsecured	0.00	6,430.00	(6,430.00)	(100.0%)
4006100 · Property Taxes-SB 813	24,566.81	20,760.00	3,806.81	18.34%
4301100 · Interest-Dep & Investments				
4301101 · County	12,290.54	13,500.00	(1,209.46)	(8.96%)
Total 4301100 · Interest-Dep & Investments	12,290.54	13,500.00	(1,209.46)	(8.96%)
4302100 · Property Rental	1,500.00			
4419100 · Homeowner's Property Tax Relief	6,783.32	6,900.00	(116.68)	(1.69%)
4813000 · Misc. Income				
4813800 · Miscellaneous Income - Other	0.00	200.00	(200.00)	(100.0%)
Total 4813000 · Misc. Income	0.00	200.00	(200.00)	(100.0%)
4980220 · Property Taxes - Excess ERAF	9,147.40	0.00	9,147.40	100.0%
Total Income	993,765.00	957,290.00	36,475.00	3.81%
Gross Profit	993,765.00	957,290.00	36,475.00	3.81%
Expense				
5225500 · Commissioners Fee	4,200.00	4,550.00	(350.00)	7.69%
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	0.00	2,250.00	(2,250.00)	100.0%
Total 5235400 · Outside Repair & Maintenance	0.00	2,250.00	(2,250.00)	100.0%
5250100 · Office Expense	500.61	1,000.00	(499.39)	49.94%
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	6,000.00	6,000.00	0.00	0.0%
5255103 · Outside Legal Services	15,833.00	8,000.00	7,833.00	(97.91%)
Total 5255100 · Professional & Specialized Serv	21,833.00	14,000.00	7,833.00	(55.95%)
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	367,872.47	370,349.00	(2,476.53)	0.67%
5255502 · Battalion 74 Services	88,850.45	96,138.00	(7,287.55)	7.58%
5255503 · Emergency Service Coordinator	6,143.76	7,347.00	(1,203.24)	16.38%
5255504 · Emergency Prep/Fire Prevention	749.88	5,800.00	(5,050.12)	87.07%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Budget vs. Actual
June 2017

	Jun 17	Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance
5255505 · Extra Fire Season Patrol	14,002.18	55,000.00	(40,997.82)	74.54%
5255506 · City of Los Altos Workers Comp.	0.00	1,000.00	(1,000.00)	100.0%
Total 5255500 · Contract Services	477,618.74	535,634.00	(58,015.26)	10.83%
5257130 · Consultants - General and Admin				
5257131 · Clerk	10,316.66	10,256.00	60.66	(0.59%)
5257132 · Fire Consultant	9,370.00	10,256.00	(886.00)	8.64%
Total 5257130 · Consultants - General and Admin	19,686.66	20,512.00	(825.34)	4.02%
5258200 · Professional Services-Internal	231.00	231.00	0.00	0.0%
5259200 · Property Tax Admin Fee	86.15	0.00	86.15	(100.0%)
5260100 · Publications and Legal Notices.	1,183.00	200.00	983.00	(491.5%)
5282200 · Projects and Programs				
5282201 · Chipping Program	53,860.13	58,500.00	(4,639.87)	7.93%
5282202 · Yard Waste Program	18,760.41	0.00	18,760.41	(100.0%)
5282203 · Brush Goat Program	17,737.50	18,000.00	(262.50)	1.46%
5282204 · Buildings and Grounds	325.00	1,000.00	(675.00)	67.5%
5282205 · Emergency Access Roads	0.00	1,000.00	(1,000.00)	100.0%
5282206 · Tree Removal & Pruning	196,677.64	165,000.00	31,677.64	(19.2%)
5282208 · Hydrant/Main Improv.-Purissima	454,761.42	0.00	454,761.42	(100.0%)
5282209 · Hydrant/Main Improv.-Cal Water	0.00	10,000.00	(10,000.00)	100.0%
Total 5282200 · Projects and Programs	742,122.10	253,500.00	488,622.10	(192.75%)
5350100 · Misc Expense-Others	0.00	500.00	(500.00)	100.0%
Total Expense	1,267,461.26	832,377.00	435,084.26	(52.27%)
Net Income	(273,696.26)	124,913.00	(398,609.26)	(319.11%)

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit Loss Budget vs. Actual Year-to-Date
July 2016 through May 2017

	Jul 16 - Jun 17	YTD Budget	\$ Over/(Under) Budget	Fav/(Unfav) Variance	FY17 Budget	YTD % to FY17 Budget
Income						
4001100 · Prop Taxes-Curr Secured	9,414,395.47	9,095,000.00	319,395.47	3.51%	9,095,000.00	103.51%
4001200 · Prop Taxes-Unitary	39,732.18	43,000.00	(3,267.82)	(7.6%)	43,000.00	92.40%
4001210 · Prop Taxes - Unitary Railroad	774.84	900.00	(125.16)	(13.91%)	900.00	86.09%
4002100 · Prop Taxes-Curr Unsecured	623,328.99	643,000.00	(19,671.01)	(3.06%)	643,000.00	96.94%
4006100 · Property Taxes-SB 813	292,495.76	173,000.00	119,495.76	69.07%	173,000.00	169.07%
4301100 · Interest-Dep & Investments						
4301101 · County	78,780.26	45,000.00	33,780.26	75.07%	45,000.00	175.07%
Total 4301100 · Interest-Dep & Investments	78,780.26	45,000.00	33,780.26	75.07%	45,000.00	175.07%
4302100 · Property Rental	11,000.00	3,000.00	8,000.00	266.67%	3,000.00	366.67%
4419100 · Homeowner's Property Tax Relief	45,222.12	46,000.00	(777.88)	(1.69%)	46,000.00	98.31%
4813000 · Misc. Income						
4813800 · Miscellaneous Income - Other	349.56	550.00	(200.44)	(36.44%)	550.00	63.56%
4813900 · Misc Reimbursements	184.59	550.00	(365.41)	(66.44%)	550.00	33.56%
Total 4813000 · Misc. Income	534.15	1,100.00	(565.85)	(51.44%)	1,100.00	48.56%
4980220 · Property Taxes - Excess ERAF	9,147.40	0.00	9,147.40	100.0%	0.00	100.00%
Total Income	10,515,411.17	10,050,000.00	465,411.17	4.63%	10,005,000.00	105.10%
Gross Profit	10,515,411.17	10,050,000.00	465,411.17	4.63%	10,050,000.00	104.63%
Expense						
5220100 · Insurance	4,652.78	5,100.00	(447.22)	8.77%	5,100.00	91.23%
5225500 · Commissioners Fee	11,900.00	16,800.00	(4,900.00)	29.17%	16,800.00	70.83%
5235400 · Outside Repair & Maintenance						
5235401 · Hydrant Repair & Maintenance	3,403.13	15,000.00	(11,596.87)	77.31%	15,000.00	22.69%
Total 5235400 · Outside Repair & Maintenance	3,403.13	15,000.00	(11,596.87)	77.31%	15,000.00	22.69%
5250100 · Office Expense	7,334.26	8,000.00	(665.74)	8.32%	8,000.00	91.68%
5255100 · Professional & Specialized Serv						
5255101 · Annual Audit-Charter	20,440.00	21,000.00	(560.00)	2.67%	21,000.00	97.33%
5255102 · Accounting Services	36,000.00	36,000.00	0.00	0.0%	36,000.00	100.00%
5255103 · Outside Legal Services	83,920.75	50,000.00	33,920.75	(67.84%)	50,000.00	167.84%
5255104 · Outside Consulting Services	4,368.80	4,500.00	(131.20)	2.92%	4,500.00	97.08%
Total 5255100 · Professional & Specialized Serv	144,729.55	111,500.00	33,229.55	(29.8%)	111,500.00	129.80%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit Loss Budget vs. Actual Year-to-Date
July 2016 through May 2017

5255500 · Contract Services						
5255501 · Santa Clara Co. Fire Dept.	4,332,641.46	4,347,500.00	(14,858.54)	0.34%	4,347,500.00	99.66%
5255502 · Battalion 74 Services	1,084,780.26	1,128,500.00	(43,719.74)	3.87%	1,128,500.00	96.13%
5255503 · Emergency Service Coordinator	78,984.61	86,200.00	(7,215.39)	8.37%	86,200.00	91.63%
5255504 · Emergency Prep/Fire Prevention	3,531.24	40,000.00	(36,468.76)	91.17%	40,000.00	8.83%
5255505 · Extra Fire Season Patrol	242,006.19	350,000.00	(107,993.81)	30.86%	350,000.00	69.14%
5255506 · City of Los Altos Workers Comp.	493.13	4,000.00	(3,506.87)	87.67%	4,000.00	12.33%
Total 5255500 · Contract Services	5,742,436.89	5,956,200.00	(213,763.11)	3.59%	5,956,200.00	96.41%
5257130 · Consultants - General and Admin						
5257131 · Clerk	59,538.99	59,550.00	(11.01)	0.02%	59,550.00	99.98%
5257132 · Fire Consultant	56,220.00	59,550.00	(3,330.00)	5.59%	59,550.00	94.41%
Total 5257130 · Consultants - General and Admin	115,758.99	119,100.00	(3,341.01)	2.81%	119,100.00	97.19%
5258200 · Professional Services-Internal	231.00	231.00	0.00	0.0%	231.00	100.00%
5259200 · Property Tax Admin Fee	95,154.04	106,000.00	(10,845.96)	10.23%	106,000.00	89.77%
5260100 · Publications and Legal Notices.	5,385.20	6,500.00	(1,114.80)	17.15%	6,500.00	82.85%
5282200 · Projects and Programs						
5282201 · Chipping Program	290,277.37	300,000.00	(9,722.63)	3.24%	300,000.00	96.76%
5282202 · Yard Waste Program	37,332.02	39,000.00	(1,667.98)	4.28%	39,000.00	95.72%
5282203 · Brush Goat Program	17,737.50	18,000.00	(262.50)	1.46%	18,000.00	98.54%
5282204 · Buildings and Grounds	4,801.96	12,000.00	(7,198.04)	59.98%	12,000.00	40.02%
5282205 · Emergency Access Roads	0.00	3,000.00	(3,000.00)	100.0%	3,000.00	0.00%
5282206 · Tree Removal & Pruning	1,027,368.39	1,500,000.00	(472,631.61)	31.51%	1,500,000.00	68.49%
5282208 · Hydrant/Main Improv.-Purissima	1,301,771.19	1,955,570.00	(653,798.81)	33.43%	1,955,570.00	66.57%
5282209 · Hydrant/Main Improv.-Cal Water	0.00	50,000.00	(50,000.00)	100.0%	50,000.00	0.00%
5282214 · Project & Programs Contingency	0.00	100,000.00	(100,000.00)	100.0%	100,000.00	0.00%
Total 5282200 · Projects and Programs	2,679,288.43	3,977,570.00	(1,298,281.57)	32.64%	3,977,570.00	67.36%
5350100 · Misc Expense-Others	1,683.26	2,000.00	(316.74)	15.84%	2,000.00	84.16%
Total Expense	8,811,957.53	10,324,001.00	(1,512,043.47)	14.65%	10,324,001.00	85.35%
Net Income	1,703,453.64	(274,001.00)	1,977,454.64	721.7%	(274,001.00)	-621.70%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
June 2017

	Jun 17	Jun 16	\$ Change	% Change
Income				
4001100 · Prop Taxes-Curr Secured	939,476.93	905,239.77	34,237.16	3.8%
4006100 · Property Taxes-SB 813	24,566.81	59,119.67	-34,552.86	-58.5%
4301100 · Interest-Dep & Investments				
4301101 · County	12,290.54	23,420.23	-11,129.69	-47.5%
Total 4301100 · Interest-Dep & Investments	12,290.54	23,420.23	-11,129.69	-47.5%
4302100 · Property Rental	1,500.00	0.00	1,500.00	100.0%
4419100 · Homeowner's Property Tax Relief	6,783.32	6,983.54	-200.22	-2.9%
4980220 · Property Taxes - Excess ERAF	9,147.40	0.00	9,147.40	100.0%
Total Income	993,765.00	994,763.21	-998.21	-0.1%
Gross Profit	993,765.00	994,763.21	-998.21	-0.1%
Expense				
5225500 · Commissioners Fee	4,200.00	1,700.00	2,500.00	147.1%
5250100 · Office Expense	500.61	1,178.73	-678.12	-57.5%
5255100 · Professional & Specialized Serv				
5255102 · Accounting Services	6,000.00	6,000.00	0.00	0.0%
5255103 · Outside Legal Services	15,833.00	13,746.50	2,086.50	15.2%
Total 5255100 · Professional & Specialized Serv	21,833.00	19,746.50	2,086.50	10.6%
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	367,872.47	354,234.44	13,638.03	3.9%
5255502 · Battalion 74 Services	88,850.45	91,946.26	-3,095.81	-3.4%
5255503 · Emergency Service Coordinator	6,143.76	7,020.34	-876.58	-12.5%
5255504 · Emergency Prep/Fire Prevention	749.88	929.80	-179.92	-19.4%
5255505 · Extra Fire Season Patrol	14,002.18	58,831.75	-44,829.57	-76.2%
5255506 · City of Los Altos Workers Comp.	0.00	263.08	-263.08	-100.0%
Total 5255500 · Contract Services	477,618.74	513,225.67	-35,606.93	-6.9%
5257130 · Consultants - General and Admin				
5257131 · Clerk	10,316.66	9,792.00	524.66	5.4%
5257132 · Fire Consultant	9,370.00	9,370.00	0.00	0.0%
Total 5257130 · Consultants - General and Admin	19,686.66	19,162.00	524.66	2.7%
5258200 · Professional Services-Internal	231.00	231.00	0.00	0.0%
5259200 · Property Tax Admin Fee	86.15	147.89	-61.74	-41.8%
5260100 · Publications and Legal Notices.	1,183.00	1,375.50	-192.50	-14.0%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
June 2017

	Jun 17	Jun 16	\$ Change	% Change
5282200 · Projects and Programs				
5282201 · Chipping Program	53,860.13	46,339.96	7,520.17	16.2%
5282202 · Yard Waste Program	18,760.41	0.00	18,760.41	100.0%
5282203 · Brush Goat Program	17,737.50	17,737.50	0.00	0.0%
5282204 · Buildings and Grounds	325.00	1,118.66	-793.66	-71.0%
5282206 · Tree Removal & Pruning	196,677.64	275,575.00	-78,897.36	-28.6%
5282207 · Eucalyptus Program	0.00	217,945.00	-217,945.00	-100.0%
5282208 · Hydrant/Main Improv.-Purissima	454,761.42	32,228.44	422,532.98	1,311.1%
5282210 · Page Mill Tank Seismic Retrofit	0.00	59,634.04	-59,634.04	-100.0%
Total 5282200 · Projects and Programs	742,122.10	650,578.60	91,543.50	14.1%
5350100 · Misc Expense-Others	0.00	1,016.50	-1,016.50	-100.0%
Total Expense	1,267,461.26	1,208,362.39	59,098.87	4.9%
Net Income	-273,696.26	-213,599.18	-60,097.08	-28.1%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
July 2016 through June 2017

	Jul '16 - Jun 17	Jul '15 - Jun 16	\$ Change	% Change
Income				
4001100 · Prop Taxes-Curr Secured	9,414,395.47	8,812,354.32	602,041.15	6.8%
4001200 · Prop Taxes-Unitary	39,732.18	43,395.67	-3,663.49	-8.4%
4001210 · Prop Taxes - Unitary Railroad	774.84	959.60	-184.76	-19.3%
4002100 · Prop Taxes-Curr Unsecured	623,328.99	606,621.17	16,707.82	2.8%
4006100 · Property Taxes-SB 813	292,495.76	288,777.05	3,718.71	1.3%
4301100 · Interest-Dep & Investments				
4301101 · County	78,780.26	77,007.20	1,773.06	2.3%
Total 4301100 · Interest-Dep & Investments	78,780.26	77,007.20	1,773.06	2.3%
4302100 · Property Rental	11,000.00	5,500.00	5,500.00	100.0%
4419100 · Homeowner's Property Tax Relief	45,222.12	46,556.92	-1,334.80	-2.9%
4813000 · Misc. Income				
4813800 · Miscellaneous Income - Other	349.56	0.00	349.56	100.0%
4813900 · Misc Reimbursements	184.59	0.00	184.59	100.0%
Total 4813000 · Misc. Income	534.15	0.00	534.15	100.0%
4980220 · Property Taxes - Excess ERAF	9,147.40	0.00	9,147.40	100.0%
Total Income	10,515,411.17	9,881,171.93	634,239.24	6.4%
Gross Profit	10,515,411.17	9,881,171.93	634,239.24	6.4%
Expense				
5220100 · Insurance	4,652.78	5,098.96	-446.18	-8.8%
5225500 · Commissioners Fee	11,900.00	5,900.00	6,000.00	101.7%
5235400 · Outside Repair & Maintenance				
5235401 · Hydrant Repair & Maintenance	3,403.13	70,207.69	-66,804.56	-95.2%
Total 5235400 · Outside Repair & Maintenance	3,403.13	70,207.69	-66,804.56	-95.2%
5250100 · Office Expense	7,334.26	4,610.26	2,724.00	59.1%
5255100 · Professional & Specialized Serv				
5255101 · Annual Audit-Charter	20,440.00	20,440.00	0.00	0.0%
5255102 · Accounting Services	36,000.00	30,000.00	6,000.00	20.0%
5255103 · Outside Legal Services	83,920.75	54,107.50	29,813.25	55.1%
5255104 · Outside Consulting Services	4,368.80	2,072.42	2,296.38	110.8%
Total 5255100 · Professional & Specialized Serv	144,729.55	106,619.92	38,109.63	35.7%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Profit & Loss Prior Year Comparison
July 2016 through June 2017

	Jul '16 - Jun 17	Jul '15 - Jun 16	\$ Change	% Change
5255500 · Contract Services				
5255501 · Santa Clara Co. Fire Dept.	4,332,641.46	4,162,212.24	170,429.22	4.1%
5255502 · Battalion 74 Services	1,084,780.26	1,080,357.54	4,422.72	0.4%
5255503 · Emergency Service Coordinator	78,984.61	82,488.18	-3,503.57	-4.3%
5255504 · Emergency Prep/Fire Prevention	3,531.24	20,055.34	-16,524.10	-82.4%
5255505 · Extra Fire Season Patrol	242,006.19	307,755.31	-65,749.12	-21.4%
5255506 · City of Los Altos Workers Comp.	493.13	1,444.39	-951.26	-65.9%
Total 5255500 · Contract Services	5,742,436.89	5,654,313.00	88,123.89	1.6%
5257130 · Consultants - General and Admin				
5257131 · Clerk	59,538.99	56,853.00	2,685.99	4.7%
5257132 · Fire Consultant	56,220.00	56,220.00	0.00	0.0%
Total 5257130 · Consultants - General and Admin	115,758.99	113,073.00	2,685.99	2.4%
5258200 · Professional Services-Internal	231.00	231.00	0.00	0.0%
5259200 · Property Tax Admin Fee	95,154.04	102,452.66	-7,298.62	-7.1%
5260100 · Publications and Legal Notices.	5,385.20	8,217.79	-2,832.59	-34.5%
5282200 · Projects and Programs				
5282201 · Chipping Program	290,277.37	266,781.99	23,495.38	8.8%
5282202 · Yard Waste Program	37,332.02	36,604.34	727.68	2.0%
5282203 · Brush Goat Program	17,737.50	17,737.50	0.00	0.0%
5282204 · Buildings and Grounds	4,801.96	4,463.92	338.04	7.6%
5282205 · Emergency Access Roads	0.00	304.10	-304.10	-100.0%
5282206 · Tree Removal & Pruning	1,027,368.39	1,899,245.50	-871,877.11	-45.9%
5282207 · Eucalyptus Program	0.00	734,110.00	-734,110.00	-100.0%
5282208 · Hydrant/Main Improv.-Purissima	1,301,771.19	537,996.46	763,774.73	142.0%
5282210 · Page Mill Tank Seismic Retrofit	0.00	624,404.00	-624,404.00	-100.0%
Total 5282200 · Projects and Programs	2,679,288.43	4,121,647.81	-1,442,359.38	-35.0%
5350100 · Misc Expense-Others	1,683.26	10,238.84	-8,555.58	-83.6%
Total Expense	8,811,957.53	10,202,610.93	-1,390,653.40	-13.6%
Net Income	1,703,453.64	-321,439.00	2,024,892.64	630.0%

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Revenues - Transaction Detail By Account
June 2017

Type	Date	Memo	Amount
4001100 · Prop Taxes-Curr Secured			
Deposit	06/23/2017	SEC Final FY17	939,476.93
Total 4001100 · Prop Taxes-Curr Secured			939,476.93
4006100 · Property Taxes-SB 813			
Deposit	06/22/2017	1% Suppl	24,566.81
Total 4006100 · Property Taxes-SB 813			24,566.81
4301100 · Interest-Dep & Investments			
4301101 · County			
Deposit	06/14/2017	Int Alloc Final FY17	12,290.54
Total 4301101 · County			12,290.54
Total 4301100 · Interest-Dep & Investments			12,290.54
4302100 · Property Rental			
Deposit	06/06/2017	Deposit	1,500.00
Total 4302100 · Property Rental			1,500.00
4419100 · Homeowner's Property Tax Relief			
Deposit	06/02/2017	HOPTR 1%	6,783.32
Total 4419100 · Homeowner's Property Tax Relief			6,783.32
4980220 · Property Taxes - Excess ERAF			
Deposit	06/28/2017	Deposit	9,147.40
Total 4980220 · Property Taxes - Excess ERAF			9,147.40
TOTAL			993,765.00

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Expenses - Transaction Detail By Account

June 2017

Date	Name	Memo	Amount
5225500 · Commissioners Fee			
06/30/2017	Carr, Janice	Commissioner's Fees Apr-Jun	500.00
06/30/2017	Price, Duffy	Commissioner's Fees Apr-Jun	900.00
06/30/2017	Spreen, Roger	Commissioners Fees Apr-Jun	500.00
06/30/2017	Tyson, George	Commissioner's Fees Apr-Jun	400.00
06/30/2017	Vaughn, Melvin	Commissioner's Fees Apr-Jun	500.00
06/30/2017	Waldeck, Gary	Commissioner's Fees Apr-Jun	700.00
06/30/2017	Warren, Mark	Commissioner's Fees Apr-Jun	700.00
Total 5225500 · Commissioners Fee			<u>4,200.00</u>
5250100 · Office Expense			
06/30/2017	Petty Cash Custodian - Jeanne Evilsizer	Internet, Phone, Fax Dec-June	500.61
Total 5250100 · Office Expense			<u>500.61</u>
5255100 · Professional & Specialized Serv			
5255102 · Accounting Services			
06/07/2017	Vargas Company	Financial Services May 2017	3,000.00
06/30/2017	Vargas Company	Financial Services June 2017	3,000.00
Total 5255102 · Accounting Services			<u>6,000.00</u>
5255103 · Outside Legal Services			
06/23/2017	Jorgenson, Siegel, McClure & Flegel	Legal Fees May 2017	5,756.00
06/30/2017	Jorgenson, Siegel, McClure & Flegel	Legal Services June	10,077.00
Total 5255103 · Outside Legal Services			<u>15,833.00</u>
Total 5255100 · Professional & Specialized Serv			<u>21,833.00</u>
5255500 · Contract Services			
5255501 · Santa Clara Co. Fire Dept.			
06/30/2017	Santa Clara County Central Fire Prot	Fire Protection Services June 2017	367,872.47
Total 5255501 · Santa Clara Co. Fire Dept.			<u>367,872.47</u>
5255502 · Battalion 74 Services			
06/30/2017	Santa Clara County Central Fire Prot	Fire Protection Services June 2017	95,486.20
06/30/2017	Santa Clara County Central Fire Prot	Battalion Chief Credit Apr	(6,635.75)
Total 5255502 · Battalion 74 Services			<u>88,850.45</u>
5255503 · Emergency Service Coordinator			
06/30/2017	Santa Clara County Central Fire Protectio	Fire Protection Services June 2017	6,143.76
Total 5255503 · Emergency Service Coordinator			<u>6,143.76</u>
5255504 · Emergency Prep/Fire Prevention			
06/07/2017	Starbuck, Carol	ESC Meeting Supplies & Refresh	601.81
06/30/2017	Starbuck, Carol	ESC Meeting Supplies	15.24
06/30/2017	Santa Clara County Central Fire Protectio	Comcast	132.83
Total 5255504 · Emergency Prep/Fire Prevention			<u>749.88</u>
5255505 · Extra Fire Season Patrol			
06/30/2017	Santa Clara County Central Fire Protectio	Fire Protection Services June 2017	14,002.18
Total 5255505 · Extra Fire Season Patrol			<u>14,002.18</u>
Total 5255500 · Contract Services			<u>477,618.74</u>
5257130 · Consultants - General and Admin			
5257131 · Clerk			
06/07/2017	Evilsizer, Jeanne	Clerk's Fee May 2017	5,158.33
06/30/2017	Evilsizer, Jeanne	Clerk's Fee June 2017	5,158.33
Total 5257131 · Clerk			<u>10,316.66</u>

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW

Expenses - Transaction Detail By Account

June 2017

Date	Name	Memo	Amount
5257132 · Fire Consultant			
06/07/2017	Farwell, Stu	Consulting Fee May 2017	4,685.00
06/30/2017	Farwell, Stu	Consulting Fee June 2017	4,685.00
Total 5257132 · Fire Consultant			9,370.00
Total 5257130 · Consultants - General and Admin			19,686.66
5258200 · Professional Services-Internal			
06/27/2017	Santa Clara County Clerk of The Board	FY17 Staffing Services	231.00
Total 5258200 · Professional Services-Internal			231.00
5259200 · Property Tax Admin Fee			
06/28/2017	Santa Clara County - Property Tax Admin	Deposit	86.15
Total 5259200 · Property Tax Admin Fee			86.15
5260100 · Publications and Legal Notices.			
06/30/2017	Town of Los Altos Hills	Our Town Newsletter Unincorporated Ar	1,183.00
Total 5260100 · Publications and Legal Notices.			1,183.00
5282200 · Projects and Programs			
5282201 · Chipping Program			
06/07/2017	AID Mailing & Fulfillment	Area 1 Brush Chipping Notice	730.15
06/23/2017	S.P. McClenahan Co., Inc.	Brush Chipping Program Area 5	27,285.00
06/23/2017	AID Mailing & Fulfillment	Sales Tax Mis-Calculation	0.22
06/30/2017	AID Mailing & Fulfillment	Area 2 Brush Chipping Notice	889.76
06/30/2017	S.P. McClenahan Co., Inc.	Chipping Program Area 6	24,955.00
Total 5282201 · Chipping Program			53,860.13
5282202 · Yard Waste Program			
06/07/2017	Town of Los Altos Hills	Yardwaste Oct-Dec 2016	9,292.24
06/23/2017	Town of Los Altos Hills	Yardwaste Jan-Mar 2017	9,468.17
Total 5282202 · Yard Waste Program			18,760.41
5282203 · Brush Goat Program			
06/23/2017	Ecosystem Concept	Vegetation Removal	17,737.50
Total 5282203 · Brush Goat Program			17,737.50
5282204 · Buildings and Grounds			
06/07/2017	Crystal Springs Landscaping Co.	Fire Station Lrrigation May 2017	30.00
06/23/2017	Crystal Springs Landscaping Co.	Fire Station Landscaping May 2017	295.00
Total 5282204 · Buildings and Grounds			325.00
5282206 · Tree Removal & Pruning			
06/07/2017	AID Mailing & Fulfillment	Area 1 Tree Removal Notice	730.15
06/07/2017	AID Mailing & Fulfillment	Area 2 Tree Removal Notice	811.24
06/07/2017	S.P. McClenahan Co., Inc.	Area 3 & 4 Tree Program Billing #1	65,957.00
06/23/2017	Pakpour Consulting Group, Inc.	Tree Program	3,480.75
06/23/2017	S.P. McClenahan Co., Inc.	Tree Program Areas 3-4 Billing #2	98,935.00
06/30/2017	Kiely Arborist Services	Tree Programs Arborist	9,800.00
06/30/2017	Pakpour Consulting Group, Inc.	Tree Program	10,363.50
06/30/2017	Kiely Arborist Services	Arborist Services	6,600.00
Total 5282206 · Tree Removal & Pruning			196,677.64
5282208 · Hydrant/Main Improv.-Purissima			
06/23/2017	Pakpour Consulting Group, Inc.	FH Replacement Project VIII	37,697.63
06/23/2017	Stoloski & Gonzalez, Inc.	Fire Hydrant Replacement Phase VIII	245,953.77
06/30/2017	Pakpour Consulting Group, Inc.	FH Phase VIII	38,021.47
06/30/2017	Stoloski & Gonzalez, Inc.	FH Replacement Project Phase VIII	133,088.55
Total 5282208 · Hydrant/Main Improv.-Purissima			454,761.42
Total 5282200 · Projects and Programs			742,122.10
TOTAL			1,267,461.26

LOS ALTOS HILLS COUNTY FIRE DISTRICT NEW
Expenses by Vendor Summary
June 2017

	<u>Jun 17</u>	<u>Jul '16 - Jun 17</u>
AID Mailing & Fulfillment	3,161.52	20,672.20
Carr, Janice	500.00	500.00
CD Typography		75.00
City of Los Altos		493.13
County of Santa Clara		95,067.89
Crystal Springs Landscaping Co.	325.00	4,801.96
DACO Construction		3,522.99
Dexter, Debbie		1,200.00
Ecosystem Concept	17,737.50	17,737.50
Evilsizer, Jeanne	10,316.66	59,538.99
FAIRA Insurance		4,652.78
Farwell, Stu	9,370.00	56,220.00
Flatline Floors		(3,522.99)
Johnson, Robert		100.00
Jorgenson, Siegel, McClure & Flegel	15,833.00	83,920.75
Kielty Arborist Services	16,400.00	58,250.00
Los Altos Chamber of Commerce		225.00
Los Altos Town Crier		430.20
Pakpour Consulting Group, Inc.	89,563.35	319,296.75
Petty Cash Custodian - Jeanne Evilsizer	500.61	5,526.77
Price, Duffy	900.00	2,500.00
Purissima Hills Water District		1,500.00
S.P. McClenahan Co., Inc.	217,132.00	1,192,160.00
Santa Clara County - Property Tax Admin	86.15	86.15
Santa Clara County Central Fire Protectio	477,001.69	5,739,722.11
Santa Clara County Clerk of The Board	231.00	231.00
Sharp Business Systems		109.52
Snow Technoligies, Inc.		4,368.80
Spreen, Roger	500.00	1,600.00
Starbuck, Carol	617.05	1,036.69
Stoloski & Gonzalez, Inc.	379,042.32	1,035,207.32
Town of Los Altos Hills	19,943.41	42,287.02
Tyson, George	400.00	2,000.00
Vargas Company	6,000.00	36,000.00
Vaughn, Melvin	500.00	1,600.00
Vavrinek, Trine, Day & Co.		20,440.00
Waldeck, Gary	700.00	1,700.00
Warren, Mark	700.00	700.00
TOTAL	<u>1,267,461.26</u>	<u>8,811,957.53</u>

Los Altos Hills County Fire District June 2017 Disbursements - FINAL

Stu Farwell	4,685.00	Fire Consultant Fee May 2017
Jeanne Evilsizer	5,158.33	Clerk's Fee May 2017
AID Mailing and Fulfillment	730.15	Area 1 Tree Removal Notice
AID Mailing and Fulfillment	730.15	Area 1 Brush Chipping Notice
AID Mailing and Fulfillment	811.24	Area 2 Tree Removal Notice
Crystal Springs Landscaping	30.00	Irrigation Fee May 2017
S.P. McClenahan	65,957.00	Tree Program Area 3 & 4 - 1st Billing
Carol Starbuck	601.81	ESC Supplies & Meeting Refreshments
Vargas Company	3,000.00	Financial Consulting May 2017
Town of Los Altos Hills	9,292.24	Yardwaste Oct-Dec 2016
Town of Los Altos Hills	9,468.17	Yardwaste Jan-Mar 2017
Pakpour Consulting Group	37,697.63	FH Replacement Project Phase VIII
Pakpour Consulting Group	3,480.75	Tree Program RFP - Areas 5 & 6
Ecosystems Concepts Inc.	17,737.50	Brush Goat Program
Crystal Springs Landscaping	295.00	Fire Station Landscaping June 2017
S.P. McClenahan	27,285.00	Brush Chipping Program Area 5
Stoloski & Gonzalez Inc.	245,953.77	FH Replacement Project Phase VIII
S.P. McClenahan	98,935.00	Tree Program Area 3 & 4 - 2nd Billing
Jorgenson, Siegel, McClure & Flegel	5,756.00	Legal Services May 2017
Stu Farwell	4,685.00	Fire Consultant Fee June 2017
Jeanne Evilsizer	5,158.33	Clerk's Fee June 2017
AID Mailing and Fulfillment	889.98	Area 2 Brush Chipping Notice
Town of Los Altos Hills	1,183.00	Our Town Newsletter - Unincorporated
Carol Starbuck	15.24	ESC Supplies
Kevin Kielty Arborist Services	9,800.00	Tree Program Arborist
Vargas Company	3,000.00	Financial Consulting June 2017
Santa Clara Co. Clerk of the Board	231.00	Annual Service Fee
County of Santa Clara	86.15	Property Tax Admin Fee
Santa Clara Co. Central Fire	477,001.69	Fire Protection Services June 2017
TOTAL PAID IN JUNE	1,039,655.13	

ACCRUED TO JUNE

Jeanne Evilsizer - Petty Cash	500.61	Reimbursement - Phone/Fax/Internet
Janice Carr	500.00	Apr - June Commissioners Fee
Duffy Price	900.00	Apr - June Commissioners Fee
Roger Spreen	500.00	Apr - June Commissioners Fee
George Tyson	400.00	Apr - June Commissioners Fee
Melvin Vaughn	500.00	Apr - June Commissioners Fee
Gary Waldeck	700.00	Apr - June Commissioners Fee
Mark Warren	700.00	Apr - June Commissioners Fee
S.P. McClenahan	24,955.00	Brush Chipping Area 6
Pakpour Consulting	38,021.47	FH Replacement Project Phase VIII
Pakpour Consulting	10,363.50	Tree Program RFP - Areas 5 & 6
Kevin Kielty Arborist Services	6,600.00	Tree Program Arborist
Jorgenson, Siegel, McClure & Flegel	10,077.00	Legal Services June 2017
Stoloski & Gonzalez	133,088.55	FH Replacement Project Phase VIII
TOTAL ACCRUED TO JUNE	227,806.13	

Note: Items in blue are updates to the "June Disbursements" list passed out at June 20th meeting

Los Altos Hills County Fire District July 2017 Disbursements

FAIRA	2,160.00	FY18 Property & Liability Insurance
Snowtech Media	197.00	Wordpress Membership Management
Crystal Springs Landscaping	265.00	Fire Station Landscape July 2017

TOTAL DISBURSEMENTS	<u><u>2,622.00</u></u> *
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* Additional expenses may be added at the July 25, 2017 meeting

JUN 8 - 2017

Dear Commissioners:

**LOS ALTOS HILLS COUNTY
FIRE DISTRICT**

I would like to request that the Commission discuss an issue that has been uncovered in the LAHCFD CERT coverage areas with respect to the Los Altos and Los Altos Hills Spheres of Influence. I have mentioned this issue to Gary Waldeck, Duffy Price and Janice Carr as well as Town staff Carl Cahill and Marsha Hovey. Duffy talked to the Fire Department about this as well. As the sponsorship of the LAHCFD CERT program is with the Commission, I think the Commission needs to form a position on the topic.

The Los Altos Hills County Fire District covers Los Altos Hills and unincorporated areas of Northern Santa Clara County. (there is a fantastic map locate here: <http://www.santaclaralafco.org/maps>) The unincorporated areas within the Fire Protection District span two separate Spheres of Influence. The LAHCFD CERT Program is aligned to District Boundaries and not Sphere of Influence boundaries. I have recently come to learn that each city (ie. LAH and LA) is expected to manage their sphere of influence in a disaster. The primary role of the CERT organization in a major disaster is assessment of infrastructure and property damage so that the information can quickly get to the County and State OES in order to receive appropriate resources. With our current planning and training, Los Altos Hills would be receiving data and be expected to take action on incidents within the Los Altos Sphere of Influence.

The initial reaction, when this situation was raised with LAH Town Staff, was that the CERTs from those areas in the Los Altos SOI should report to Los Altos. This sounds quite problematic as these CERTs are sworn LAH Disaster Service Workers and have spent all their time training to be part of the LAHCFD CERT team. If the Town Staff position were to prevail, we should be dividing the LAHCFD CERT program into two parts based and train based upon each city's emergency plan.

I would like to see the LAHCFD CERT program stay unified along Fire Protection District Boundaries and have appropriate MOU's be executed between Los Altos, Los Altos Hills and County OES that would ensure that the 11 out of our 58 zones are properly serviced in an emergency. For example, we would need to have the Town of LAH agree to process the data collected for the zones and that the County OES would expect to handle data for those zones coming from LAH even though the areas are outside of the Los Altos Hills SOI. There are likely a number of details to be worked out.

The unincorporated areas of Los Altos Sphere of Influence have much in common with the unincorporated of the LAH Sphere of Influence. They are tree covered, hilly, with narrow streets. All of the techniques honed over nine years by the LAHCFD CERT program are needed. The incorporated areas of Los Altos are quite different. They are laid out in large developments that are quite uniform. Hence Los Altos has a Block Action Team approach that would not work well in the hills.

I urge the Commission to take up this issue to ensure that the integrity of the extraordinary, multi-year investment in disaster preparedness remains ready to serve the entire County Fire District.

Warm Regards,

Barry Bruins
LAHCFD CERT Supervisor
Zone 43